

Administration
Engineering
Accounting
Data Processing
Health Care
Education
Real Estate
General Office
Finance
Technical
Legal
Management
Insurance
Electronics
Construction
Science/Research
Secretarial
Industrial
Mechanical
Sales/Marketing
Restaurant
Professional

In This Issue:

**Managing
Your Boss**

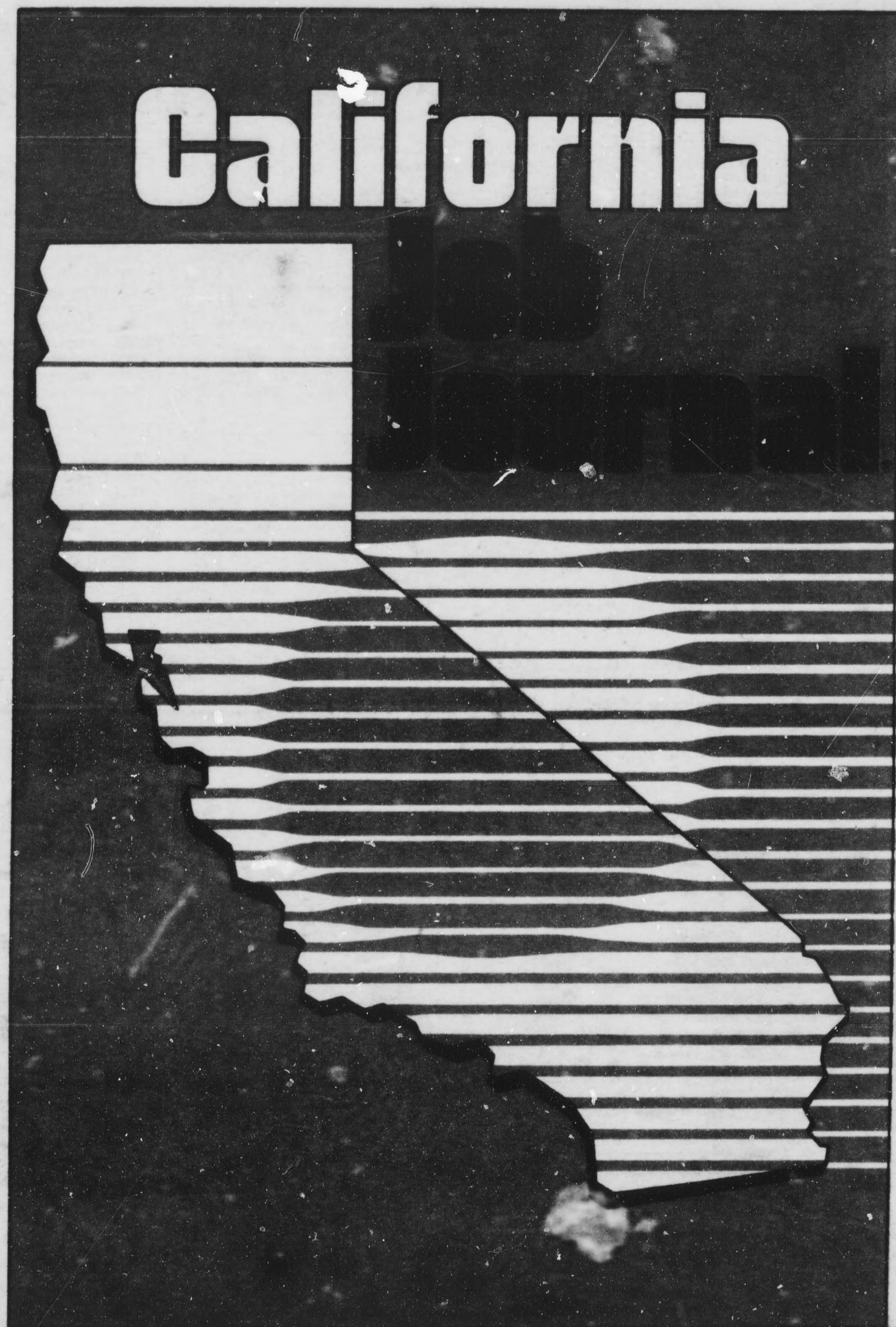
7 ways to build a better
working relationship

Second to One

Strategies for becoming
an employer's 1st choice.

Beyond the '80s

Trends that will change
the way you work



E M P L O Y M E N T

OPPORTUNITIES IN THE GOLDEN STATE



READER'S GUIDE

1. Title of position
2. Number of openings available
3. Employer
4. Location and/or mailing address*
5. Telephone number
6. Contact person's name/title
7. Salary and benefits
8. Application procedure
9. Job duties/description, type of business, and hours/days
10. Experience/skills and education required
11. Company job number - refer to this number when applying

① PROGRAMMER ANALYST (3) ②
 Satellite Data Systems
 Space Communications Division
 2785 Morrison Drive, Suite 100
 Oak Valley, CA 98765-6321
 415/555-9900 x227
 C: Terry Lydeck / Operations Manager
 \$2850-3400/month DOE, plus medical/dental.
 Life ins and pension plan after 1 yr. Send
 resume and 3 refs. Analyze & design program
 requirements; develop application/program
 specs; code, test, document, and implement
 software; and participate on development team
 for a leader in interstellar telecommunications
 systems. Hrs 7-3:30 Mon-Fri. Position also
 available in RIDGEMONT. Req MS or equiv in
 Computer Science, 3 yrs exp with high-level
 language design/coding and graphics communica-
 tions, and 1 yr exp with HP 5000. Know-
 edge of astrophysics preferred. (#4417) ⑪

* If an asterisk appears before the city it indicates that the job location is different or available in more than one city. See body of ad for further information.

HOW TO APPLY: If you want to apply for an opening or obtain additional information, contact the employer directly as specified in the job listing. Send correspondence to the contact's attention or ask for that person if telephoning. If no telephone number is listed, the employer does not want phone calls!

JOB CATEGORIES: The decision on where to categorize an opening is made with more emphasis given to the experience/skills/education required than the job duties or position title. We try to be consistent, but some openings are very difficult to assign to a category. New readers should check several classifications to determine where specific types of employment will be found.

Abbreviation Key

AA	affirmative action	ins	insurance
admin	administration	jr	junior
app	application	JTPA	Job Training Partnership Act
approx	approximately	LA	Los Angeles
appt	appointment	lic	license
asap	as soon as possible	M	minorities encouraged
asst	assistant	mfg	manufacturing
avail	available	mgmt	management
avg	average	rgr	manager
a/p	accounts payable	min	minimum
a/r	accounts receivable	ofc	office
bfts	benefits	ops	operations
C	contact	PERS	Public Employee Retirement System
CDL	California driver's license	pref	preferred
cert	certificate	PT	part-time
comp	compensation	QC	quality control
CRT	computer terminal	RE	real estate
dept	department	ref	reference
dir	director	rep	representative
div	division	req	requires, requirements
DOE	depending on experience	RTJJ	Refer to Job Journal (tell employer where you saw ad)
DOQ	depending on qualifications	SF	San Francisco
DP	data processing	shth	shorthand
EEO	Equal Employment Opportunity	sr	senior
engr	engineer(ing)	sub	substitute
EOE	Equal Opportunity Employer	supv	supervisor
equiv	equivalent	svc	service
ESL	English as a second language	tech	technician, technology
exp	experience	temp	temporary
F	females encouraged to apply	univ	university
FT	full-time	V	veterans encouraged to apply
GED	Graduation Equivalency Diploma	W	women encouraged to apply
gen	general	wk	week
govt	government	WP	word processing
grad	graduate	wpm	words per minute
H	handicapped persons encouraged to apply	x	extension
HS	high school		

Time is money.
Ur Journal can save you both.

At THE JOB JOURNAL, we know that one way to give you more for your money is to save you time. That's why we'll work with you to create a comprehensive & informative ad that will start screening candidates before they ever walk through your door. You'll get fewer applications, but more qualified applicants, and make a better hire in less time.

Another reason your recruiting budget goes farther in THE JOB JOURNAL is because you don't pay for your ad by the word or the line. And when your ad appears in CJJ, it's carried by ten other Northern California newspapers. You get multi-market coverage without multiple advertising expenses.

Spend a few minutes with one of our Ad Reps and start saving time and money on your next hire.

Sacramento Office
(916) 925-0800

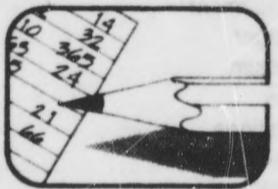
Toll-free (in CA)
(800) 782-HIRE

California
Job
Journal.

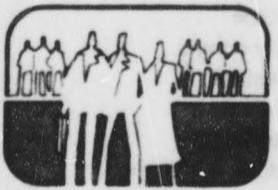
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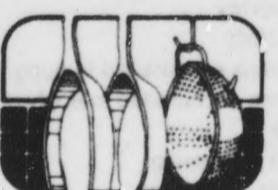
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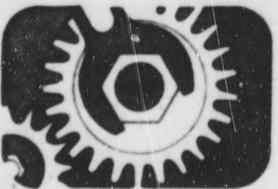
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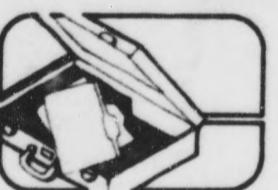
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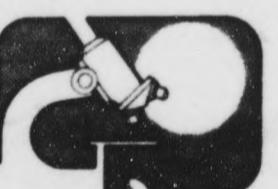
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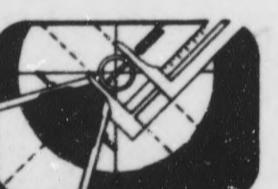
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ADVERTISING

*For information & rate card,
contact the advertising sales office:*

Sacramento (916) 925-0800
Toll-free (CA) (800) 782-HIRE

**Advertising deadline for next issue:
4pm Thursday, 9/15/88**

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Beyond The '80s

Flexibility is the operative word when experts describe the next decade's labor market. Workers are expected to change jobs more frequently, more women and minorities will move into the workforce, and worker shortages will force some industries to search for new ways to meet critical challenges.

Employment Lines 7

Second to One

So close but so far away... That's a cheerless chorus familiar to any employment seeker who's discovered he was only a warm-up act for the star who got the job. Some career experts say that the candidates who consistently come in second may be sending subtle "mixed messages" that keep them from landing the job. 9

Managing Your Boss

Improving a relationship between two people usually takes a cooperative effort from both parties. But that doesn't always have to be the case, particularly at the office. Take the initiative to maximize your relationship with your boss, and you'll both reap the rewards. 11

ABOUT THE JOB JOURNAL®

The California Job Journal (CJJ) was established in 1982 as an innovative new alternative to traditional job search methods. It is designed to be a window on today's expanding job market for those who wish to make knowledgeable career decisions. CJJ is the most informative and comprehensive resource for anyone seeking up-to-date information about available jobs in California.

Which companies are hiring? What positions are available? How much do they pay? Do I qualify? CJJ will provide the answers to these questions, but we realize you need more than just facts on available openings. Employment is essential to your physical and mental well-being, and the job seeking experience is often accompanied by financial and emotional strains that also need attention. The Job Journal offers career guidance with columns, tips and articles addressing the complex problems and alternatives facing you in your search for satisfactory employment.

For the individual seeking suitable openings without professional assistance, the time and expense to locate and research positions can be considerable. Our goal is to eliminate the frustrations and disappointments that accompany needless interviews and unnecessary trips for jobs you don't want (or aren't qualified for) by providing enough information to enable you to screen yourself. Your time and effort can now be spent getting job offers rather than gathering job information.

We welcome your comments or suggestions on how this publication might better serve you. Please write to: California Job Journal, 2535 Capitol Oaks Drive, Suite 100, Sacramento, CA 95833.

California Job Journal®

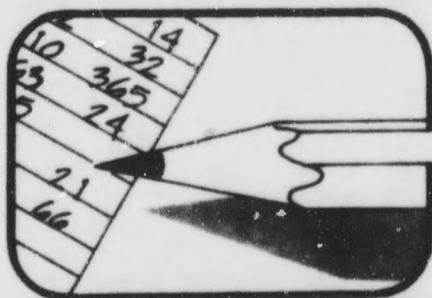
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2535 Capitol Oaks Drive, Suite 100

Sacramento, CA 95833

(916) 925-0800



Accounting/ Finance



ACCOUNT CLERK II

City of Galt
380 Civic Drive / P.O. Box 97
Galt, CA 95632
209/745-2961
C: Administrative Assistant
\$1271-1622/mo + City-paid PERS & xmt bts. Call for info & City app; submit app & resume by 5pm 9/12. Prepare & maintain a/p & business license records systems, research vouchers for payment with appropriate categories, submit vendors to have warrants issued, review processed material for accuracy, distribute approved warrants, and perform other duties. 40 hrs/wk, Mon-Fri. Req HS grad/equiv; 9 professional accounting semester units (may substitute exp); min 3 yrs financial bookkeeping exp; min 2 yrs acc't clerk I exp; and knowledge of complex bookkeeping and calculator, cash register & computer ops (w/financial apps).

ACCOUNTING SUPERVISOR

OroAmerica
P.O. Box 7340
Burbank, CA 91510
818/848-5555 x327
C: Lily / Director of Human Resources
\$25,000-35,000/yr DOE/DOQ, plus 2 wks vacation after 1 yr, 10 holidays, 6 days sick leave, medical & dental ins, 401K plan, and discount on merchandise. No calls please. Send resume & salary history/requirements; RTJJ. Handle processing of returns worth \$20 million per yr, control merchandise flow, and supervise 20 people. Hrs 8-5 Mon-Fri with flexible overtime. Manufacturer of 14K gold, in business in LA for 10 yrs, employs 200. Req HS diploma and good leadership & motivational abilities. Degree in accounting preferred. 2-3 yrs supervisory exp a plus. Must have right to work. EOE M/F/H/V

"The best of all leaders is but a shadowy presence to his followers . . . When the task is accomplished and his work done, the people all say, It happened to us naturally."

- Tao Te Ching (D.C. Lau Translation)

ACCOUNTS RECEIVABLE CLERK

P.S.I.
7080 Motz Street
Paramount, CA 90723
213/638-1243
C: Jo Melton / Personnel Manager
\$18,300-20,000/yr plus 1wk vacation, 9 holidays, and 5 sick leave days after 1 yr, and medical ins after 3 mos. Apply in person; RTJJ. Handle bookkeeping jobs, phones, & customer invoicing; file preliminary loan notices; obtain credit info; collect receivables; and type. Hrs 8-5 Mon-Fri. Tenant Improvement construction firm, in business 23 yrs, has 20 employees and 3 branches that handle office bldg jobs. Req office exp that includes accounting and invoice filing. Must be professional, assertive, and have a good phone voice. Construction industry exp and 50-60 wpm typing desired. EOE M/F/H/V

AUDITOR / APPRAISER (I & II)

Sacramento County Employment Office
710 J Street
Sacramento, CA 95814
916/440-5563
C: Personnel
\$1883-2180 (level I), \$2156-2620 (level II), + full benefit package. File county application by 9/23. Perform a variety of duties related to investigating, auditing & appraising personal property for tax assessment purposes. Full-time position. Mon-Fri. Level I requires bachelor's degree with specialization in accounting; level II req bachelor's degree and 1 yr professional exp in accounting, personal property appraisals, or auditing for personal property tax assessment, and additional special requirements. Both positions req knowledge of professional auditing and accounting principles & techniques. AA/EOE

BOOKKEEPING CLERK (part-time)

Goodwin-Cole Tent & Awning Company
8320 Belvedere Avenue
Sacramento, CA 95826
916/381-6986
C: Wes / Office Manager
Wage negotiable. Call between 9-11am Mon-Fri for appt; RTJJ. Perform data entry & general office duties including filing, typing, payroll, accounts receivable, accounts payable, bank deposit, and other miscellaneous bookkeeping functions. Opportunity for advancement. PT, 4-5 hrs/day, 5 days/wk. Northern CA tent & awning manufacturer has been in business over 50 yrs. Requires HS diploma and data entry experience. Must be dependable and make a long-term commitment to company. Clerical/bookkeeping exp or formal training preferred. EOE

Tasteful humor can often help create a rapport with employers and co-workers. People feel more at ease around someone with a good sense of humor.

BOOKKEEPER (part-time)

Shanley's Bar & Grill
5100 Folsom Boulevard
Sacramento, CA 95819
C: Bill or Sharon

Salary negotiable, plus free meals. Apply in person between 2-4 Tue-Fri. Seeking responsible individual to count cash, record daily sales, operate 10-key, answer phones, and perform related miscellaneous bookkeeping duties. PT, Mon-Fri mornings. Clerical experience preferred. No experience necessary, will train. Must have right to work. EOE

DEPUTY DIRECTOR OF FINANCE ADMIN

City of Beverly Hills
450 North Crescent Drive
Beverly Hills, CA 90210
213/265-1066
C: Human Services Office

\$40,000/yr + city-paid PERS, medical/dental insurance, car allowance, and \$1500/yr flexible bft program. File city application; RTJJ. Under supervision of the director of finance administration, plan, direct & supervise the activities of the finance admin dept. Requires degree from an accredited college/univ in accounting, business admin, public admin, or related field; and 5 yrs responsible acc'tng exp (including 3 yrs in a mgmt position). MA in a related field and/or CPA certificate highly desirable. EOE M/F

SECRETARY / BOOKKEEPER

Crippen Excavation
495 North Marks Avenue
Fresno, CA 93708
209/237-7200
C: Rene / Office Manager

\$225/wk + 1 wk vacation, 7 holidays, and medical ins after 90 days. Send resume and refs; RTJJ. Keep records of AP/AR, handle payroll, enter invoices in ledger, type bills & contracts, compose business letters, answer multi-line phones, and file. Hrs 7:30-4:30 5 days/wk. Small 10-employee firm has been doing demolition & truck weighing for 16 yrs. Must be HS grad with 1yr exp in a similar office keeping journals, documents, and doing bookkeeping & payroll. Must be an organized, professional non-smoker and type 50wpm. Knowledge of demolition service lingo preferred. US citizenship req. AA/EOE

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agency

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1111 Howe Ave, Suite 555, Sacramento, CA 95825
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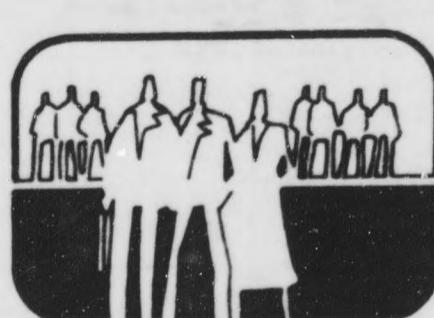
\$1200-2000/mo

\$1500-2200/mo

\$1100-3000/mo

\$1500-2500/mo

\$1500-2000/mo



Administration/ Management

ADMINISTRATIVE AIDE II

City of Huntington Beach
2000 Main Street at Yorktown
Huntington Beach, CA 92648
714/538-5492

C: Personnel Division

\$2180-2711/mo + bfts including 7% PERS, group ins, vacation, and holidays. File city app by 9/26; RTJJ. Conduct various studies involving departmental programs, systems, operations or activities; research, analyze & prepare recommendations on assigned projects; collect, organize & interpret data; and catalyze & consolidate data from various sources. Req BA degree in public/business admin, behavioral or social science or related field, and 1 yr exp in a public agency. An MA degree in public admin or related field and an internship in a public agency may be substituted for 1 yr exp. EOE

ADMINISTRATIVE INTERN (part-time)

City of Temple City
P.O. Box 666
Temple City, CA 91780
818/285-2171

C: Personnel Department

\$5/hr. Send city app and detailed resume of training & experience; filing open. Perform a variety of admin tasks such as preparation of studies & investigations, collection & analysis of data, and preparation of admin reports in the office of the city manager. Program is intended to complement the student's educational exp and provide a broad understanding of local govt admin & operations in their final school year. Must have understanding of principles of public admin and be a participant in a college program in public admin, political science, or related field. CDL required. EOE

An interview is a showcase for merchandizing your talents.

AFFIRMATIVE ACTION ADMINISTRATOR

City of Pasadena
100 North Garfield Avenue
Pasadena, CA 91109
818/405-4366

C: Personnel Department

\$40,000-50,000/yr + 7% city-paid PERS and up to 12%/yr Mgmt Merit Pay based on performance. Call or write for application & announcement; file by 10/10/98. Pasadena (pop 130,000) is seeking an experienced professional to manage the City's AA in Employment & Contracting Program and ensure City compliance w/ all relevant laws/ordinances. Full-time. Req 5 yrs increasingly responsible exp in the mgmt of an AA, Personnel, Public Admin, or Human Resources Mgmt Program including 2 yrs contract compliance & AA employment program mgmt exp; and excellent interpersonal & communication skills. Bachelor's pref. AA/EOE

ASST SUPERINTENDENT - BUSINESS SVCS

Alameda County Office of Education
313 West Winton Avenue, Room 338
Hayward, CA 94544-1188
415/867-0152 x304

C: Personnel

\$60,334-70,479/yr DOE/DOQ, plus \$2917/yr minimum fringe allotment, dental & life insurance, and PERS. Call for application information; file by 9/23. Plan, develop, and direct activities & operations of the business services division and serve as liaison with districts, state agencies, and staff. Full-time Mon-Fri. Requires a bachelor's degree in accounting (or related field) or equivalent combination of education & experience; AND 5 yrs management experience, preferably in a school setting or similar operation. Master's degree highly desirable.

BUSINESS MANAGER

Navy Officer Program
1500 Broadway
Oakland, CA 94612-2900
415/452-2900

C: Lt. Ki Wenneerton / USN

\$22,000/yr to start; \$35,000/yr after 4 yrs; bft package included. Relocation expenses paid. Call collect from 9-3 Mon-Fri for appt. After 10-mo training program, we offer college grade mgmt opportunities in the following fields: inventory, finance, petroleum, merchandising mgmt, logistics, purchasing, or operations research. Enjoy a challenging career in the Navy mgmt program with an opportunity for world-wide travel. Full-time; hrs unique to assignment. No exp required. To qualify you must be a US citizen, under 28 yrs of age, and be able to pass an aptitude test & physical exam.

DEPUTY DIRECTOR, PLAN REVIEW SERVICES

City of San Diego
Building Inspection Department
202 C Street / Mail Station 98
San Diego, CA 92101
619/236-5753

C: Marsha Alesi

\$4500-5000/mo DOQ. File city app; RTJJ. Middle management position responsible for structural & non-structural plan review and supervision of 30 engineers. Must have a thorough knowledge of the Uniform Building Code, a minimum of 3 yrs supervisory management experience, registration as a civil engineer in CA, a strong commitment to giving good service to the public, and a minimum 5 yrs exp in a building inspection or similar agency. CA Structural License is desirable.

MANAGEMENT TRAINEE

E.R. Carpenter Co. Inc.
P.O. Box 279
Lathrop, CA 95330
209/982-4200

C: Jack Dixon

\$17,000/yr to start plus 2 wks vacation/yr, holidays, sick leave, and medical/dental ins after 30 days. Call for appt or send resume, references & salary history/reqs. Will be trained in supervision and all aspects of polyurethane production processes. Position will lead to the supervision of approx 25 employees and of plant production processes. FT; hrs & days to be determined at time of employment. Headquartered in Virginia, rapidly growing polyurethane foaming plant near Sacramento is one of 9 in the US. Req BA/BS degree. No exp necessary; will train. EOE



Construction/ Building Trades

BUILDING INSPECTOR

City of Hawthorne
4455 West 128th Street
Hawthorne, CA 90250
213/970-7936

C: Personnel

\$2214-3020/hr. File city application by 10/4; RTJJ. Inspect buildings & structures in all stages of construction, alteration & repair and determine their compliance with zoning ordinances and building, plumbing, electrical, and fire prevention codes. Req HS grad or equiv and at least 5 yrs recent exp as a journeyman plumber, electrician, carpenter or as an inspector specializing in any of the above areas; OR 3 yrs exp as a carpenter, electrician or plumber and an AA degree or certificate of competence in construction technology; OR any equivalent combination of education/exp. EOE H

BUILDING INSPECTOR

City of Yorba Linda
City Hall
4845 Casa Loma Avenue
Yorba Linda, CA 92686
714/981-7110

C: Personnel

\$2455-2984/mo. File city app; RTJJ. Inspect various phases of building construction to ascertain compliance with applicable city bldg codes; maintain complete & detailed records of all field inspections, recording actions on the job site and in department records; and explain bldg regulations & procedures to architects, engineers, owners & contractors. Training and/or education relating to the qualifications for the position such as ICBO and combination Inspector certification, bldg inspection courses, etc. will be considered in selecting most qualified applicant, but may not sub for required exp.

PROGRAM SUPERVISOR

City of West Sacramento
2101 Stone Boulevard / P.O. Box 966
West Sacramento, CA 95691
010/373-5800

C: Personnel

\$24,564-29,988/yr plus benefits. Apply in person or send self-addressed stamped envelope indicating position. File by 9/23 (postmarks NOT accepted). Perform administrative & management duties related to policy development, personnel administration, budget monitoring, data collection, and analysis. Position reports to department head. Vacancies in Police Department and Community Services Administration. 40 hrs/wk Mon-Fri. Requires 60 semester units and 2 yrs related experience. An additional 2 yrs exp may be substituted for education. AA/EOE

Sales Manager

If you'd like to be part of the largest and fastest-growing independent recruitment advertising publication in the country, we'd like to talk with you.

- ◆ Management position responsible for telemarketing and outside sales functions, recruitment, training, and sales forecasts & budgets.
- ◆ Must enjoy vibrant, high-energy environment and be willing to be a member of a dedicated team in a rapidly expanding, dynamic firm.
- ◆ Requires sales management experience and strong people skills. Community involvement will be expected.
- ◆ Background in the employment/personnel industry or in classified/recruitment advertising sales is a must.
- ◆ We offer excellent working conditions, complete benefits, and a salary/bonus package (with stock options) commensurate with your experience.

Apply in writing with complete work and salary history to:

California
Job
Journal

Karl Martin/Personnel
2535 Capitol Oaks Drive, Suite 100, Sacramento, CA 95833

**CITY OF EMERYVILLE****BUILDING INSPECTOR**

City of Emeryville
2200 Powell Street, 12th Floor
Emeryville, CA 94608
415/654-6161

\$2500-3039/mo plus benefits including 7% PERS. File city application & resume by 5pm 9/23. Assist Chief Building Inspector: interpret & enforce Uniform Building Code; review Building Plans; and inspect framing, foundations, electrical, mechanical & plumbing installations. Full-time, Mon-Fri. AA Degree in Building Construction inspection required. 3 yrs experience as a building inspector and possession of an Inspectors Certificate as a combination from ICBO highly desirable.

BUILDING INSPECTOR

City of Glendora
Glendora City Hall
116 East Foothill Boulevard
Glendora, CA 91740
818/914-8200

C: Personnel Office

\$244-2727/mo + vacation, sick leave, holidays, health ins., and 6% PERS. File city app by 9/16; RTJJ. Inspect new construction for proper permits and conformity with building codes, specifications & approved plans; assist public in preparing plans & permit apps; explain & interpret bldg code provisions; keep records of investigations & inspections; and prepare reports. Req any combination equiv to graduation from HS or applicable vocational school, 3 yrs journey exp in the bldg trades, and an ICBO combination inspector certificate (or obtain within 1 yr). AA/EOE M/F

CABINET LAYOUT PERSON

Barboss Cabinets
4130 Commercial Drive
Tracy, CA 95376
209/638-2501

C: Ed Barboss / Owner

\$10-14/hr DOE, plus paid holidays & 1 wk vacation after 1 yr. Apply in person, send resume, or call for appointment. Determine cabinet specifications from blueprints & job-site dimensions, and enter them on a mouse-equipped CAD system. Full-time, 7:30-4 Mon-Fri. Shop supplies custom-made kitchen & bathroom cabinets to subdivision contractors. 9-yr-old business has a staff of 20. Prefer 5 yrs experience in cabinet layout & construction. Some computer experience helpful.

CABINET MAKERS

Le Bruna Industries, Inc.
2009 South Parco Avenue
Ontario, CA 91761
714/947-0042

C: Dawn / Assistant to Purchasing

\$4.25/hr DOE/DOQ, plus 1 wk vacation after 1 yr, 8 paid holidays, and medical, dental, life & vision insurance after 90 days. Call Paul for appointment; RTJJ. Read blueprints and operate saw & power tools. Flexible hrs, 7:30-4 Mon-Fri with possible overtime. Growing firm (40 employees) specializes in custom cabinetry for residences, major kitchin, and stores. Requires experience in cabinetry and own tools. Must be a quality-minded, English-speaking, detail-conscious individual with good manual dexterity. Journey-level experience a plus. Must have right to work. EOE

CABLE TELEVISION INSTALLER

Necom Corporation
7845 Fair Oaks Boulevard
Carmichael, CA 95608
800/533-7518

C: Mary Benson / Operations Assistant

\$300-600/wk realistic potential (on piecework basis), + moving expenses (if you qualify) and medical ins after 15 days. Continuous filling. Call for appt. Perform cable TV installations in the Sacramento area as a subcontractor. Keep daily records and use own truck & tools. 40 hrs/wk. Mon-Fri plus some Saturdays & OT. 14-yr-old firm is a leading nationwide cable TV contractor. Must be personable, professional, self-motivated HS grad with exp. CDL, insured truck, tools, and very clean appearance. DMV printout preferred. Electrical background a plus. US citizenship req. AA/EOE

ASSISTANT TO THE CITY MANAGER

Woodland, CA (Pop 36,941)
Salary: \$2500 - \$3039 per mo DOQ, plus excellent benefit package.

Performs a variety of research and analysis on general City management topics and administers City's Personnel Office. Bachelor's Degree in Public Administration or related field and two (2) years administrative, personnel, budgetary or related management experience in a general purpose local government organization required. Apply with City application to Personnel Office, 300 First Street, Woodland, CA 95695 by 4:00 pm, Friday, September 22, 1988.

CITY OF WOODLAND

CARPENTER / FRAMER

H & M Construction
Belmont, CA 94002
415/595-3757
C: Office

Excellent wages. Call in the evenings for appt. or send resume. Build houses in & around the Pacifica area for our small, stable construction company. Full-time, hrs mostly 8-5. Must know all phases of carpentry & framing and be able to work independently. Own tools preferred. Transportation & CDL required.

CARPET LAYERS

Weeder Construction
8188 Belvedere Avenue, Suite E
Sacramento, CA 95826
916/456-4351

C: Keith Rieniets / General Manager

\$8-14/hr DOE/DOQ. Send resume or apply in person; RTJJ. Lay & repair carpets, vinyl, asphalt, ceramic tiles, and various other floor coverings. Full-time plus occasional overtime; schedule depends on work load. Job could lead to management position in new LA offices, scheduled to open soon. Must be a self-starter with 3-5 yrs experience in a related field, and have ability to work independently and complete projects without supervision.

Job searching can be fun!
Enjoy the challenge.

COUNTER TECHNICIAN

City of Oxnard
325 South 'A' Street
Oxnard, CA 93030
805/984-4655

C: Personnel / Employee Relations

\$2361-3491/mo plus 7% PERS, medical/dental ins, vacation, holidays, and sick leave. File city app by 9/21; RTJJ. Receive and process various developmental & user permits, building permit applications, and plans & specifications; review parcel maps, site plans, and architectural & structural drawings submitted with permit applications; calculate & collect fees; and issue permits. Req completion of 12th grade or equiv, and 2 yrs exp in bldg trades, land use planning, or related field including responsible exp in a bldg department that working with contractors, developers, and the public. AA/EOE

ELECTRICIAN / HVAC TECH / PLUMBER

Weeder Construction
8188 Belvedere Avenue, Suite E
Sacramento, CA 95826
916/456-4351

C: Keith Rieniets / General Manager

\$8-15/hr DOE/DOQ. Send resume or apply in person; RTJJ. Repair & schedule maintenance on commercial air conditioning systems and perform plumbing & electrical maintenance work. Full-time with some overtime; schedule varies according to work load. Job could lead to management position in new LA offices, scheduled to open soon. Must be a self-starter and willing to grow with our company. Req 3-5 yrs experience in a related field and ability to work independently and complete projects without supervision.

ELECTRICIAN TECHNICIAN

Theo-Tello-Beach
13837 Rosecrans Avenue
Santa Fe Springs, CA 90670
213/821-1138

C: Tina Morales / Secretary

\$15+/hr DOE/DOQ, plus vacation, holidays, medical/dental, life & vision ins, and pension after 90 days. Apply in person; RTJJ. Maintain & repair overhead bridge cranes at various job sites. 40 hrs/wk + overtime. Crane and hoist repair & sales company, in business 17 yrs, serves all of Southern CA. Requires HS diploma, bridge & crane repair experience, good verbal skills, ability to work well with others, CDL, and DMV printout. College education a plus. US citizenship req. AA/EOE

FIREN CARPENTER / FOREMAN

Oki World Corporation
23 Kings Street
Chowchilla, CA 93610
209/685-1337

C: Russell Haupt / Construction Mgr

\$15-20/hr DOE/DOQ, + medical ins after 3 mos and 1 wk paid vacation after 1 yr. Call for info and send resume; RTJJ. Use conventional tools to rough & finish woodwork; scrutinize material selection & joinery; and oversee 1-6 carpenters, with responsibility for budgeting & scheduling. Challenging position with well-established, progressive, meticulous, residential/commercial custom remodeler. 40-50 hrs/wk between 6am-8pm Mon-Fri. Must have min 5 yrs carpentry exp; own tools & truck; and ability to communicate with, manage & direct others. Should be reliable, honest, professional, and hardworking.

PIPE SPRINKLER INSTALLER / FOREMAN

Monterey Fire Sprinkler
320 San Benito Road
Salinas, CA 93906
408/544-1008

C: Lee Clemer

\$8-13/hr DOE. Call for appointment; RTJJ. Read installation plans; install & repair fire sprinklers; supervise crews; and coordinate work flow for well-established, growing residential/commercial fire sprinkler company. Hrs 7:30-4 Mon-Fri. Requires 5 yrs experience in field, thorough knowledge of fire code, and good physical condition.

HEAVY EQUIPMENT FOREMAN

Environmental Geotechnical Services
6707 Cherry Avenue
Long Beach, CA 90805
213/428-0268

C: Harold Durbin / VP of Engineering
\$32,000-66,000/yr + xmt bits. Call for appt. or send resume; RTJJ. Supervise 3-8 people, operate backhoe, dumptruck, drilling rig, or excavator; remove & install underground storage tanks; and help with soil remediation. Hrs 6:45-5 Mon-Fri (Sats optional). Firm has new state-mandated HAZ contractor's license for remediation/removal of hazardous waste, and liability/errors & omission insurance for employees. Req ability to write job descriptions, general supervisory experience, DMV printout, and transportation. If you are a stickler for details and documentation, we want you! EOE M/F/H/V

JOURNEYMAN ROOFER

All Seasons Roofing Company
125 Queens Lane
Petaluma, CA 94952
707/762-0836

C: Liz

Salary based on piece work, plus employee paid medical & dental insurance after 6 mos. Call for appt; RTJJ. Install composition & wood shingles in mostly residential structures and perform clean-up duties (optional). Travel to different job sites within 50 miles. Full-time seasonal position; 7am until job is completed. Mon-Fri (weekends optional). 3.5-yr-old roofing firm (staff of 15-20) is owned by husband/wife team with over 35 yrs roofing exp. Req journeyman standards, car, and tools. Must be dependable, prompt, hardworking, and take pride in your work. CDL preferred. EOE M/F/V

LANDSCAPE MAINTENANCE FOREMAN

Carson Landscape Industries
5200 Florin-Parkine Road
Sacramento, CA 95826
916/388-1435

C: Personnel Manager

\$6-8/hr DOQ, + credit union upon hire, 5 days/yr earned vacation/sick leave combination. Life & medical/dental ins after 6 mos. maternity ins, and profit sharing after 1 yr. Apply in person between 8-5 Mon-Fri (no calls); RTJJ. Supervise a landscaping services crew which does mowing, edging, pruning, irrigating & fertilizing. Svc route vehicle furnished. FT, 7:30-3 (8:40-3 beginning approx 10/15). Stable, 14-year-old landscaping company serves greater Sacramento and has a growing future. Req good leadership skills, CDL, reliable transportation, and DMV printout. Commercial exp preferred. EOE M/F

PLAN REVIEW SPECIALIST (PLAN CHECKER)

City of Oxnard
325 South 'A' Street
Oxnard, CA 93030
805/984-4655

C: Personnel / Employee Relations

\$2361-3491/mo plus 7% PERS, medical/dental ins, vacation, sick leave, and holidays. File city application by 9/29; RTJJ. Make comprehensive reviews of building plans submitted by contractors, architects or homeowners; assist in the enforcement of applicable building, mechanical, electrical, and plumbing codes & ordinances; and provide info concerning City bldg standards to public. Requires education equiv to Bachelor's degree in architecture, engineering, or related field; 4 yrs responsible exp in structural plan check or related field, and ICBO Plans Examiner certification. AA/EOE

**Recruitment advertising
that gets results.**

**JOB JOURNAL Classifieds
(916) 925-0800**

PLASTICS LAMINATE WORKER (journey-lvl)

Moller & Bell
8190 Belvedere, Suite D
Sacramento, CA 95826
916/454-3607

C: Mr. Dennis Grimes / Owner

\$6-8/hr DOE, plus vacation, holidays, sick leave, and medical insurance after 90 days. Call for appt or send resume. Fabricate cabinets & reception desks, from construction through applying lamination. Full-time, 6:30pm Mon-Fri. High-end case work manufacturer, in business 10 yrs, specializes in store (primarily), office and home cabinets & furniture. Requires journey-level plastics lamination & cabinet construction experience.

MAINTENANCE CRAFTSMAN

Bio-Rad Laboratories
1000 Alfred Nobel Drive
Hercules, CA 94547

C: Human Resources, Department #225

Salary negotiable DOE/DOQ, plus excellent bts package including medical, dental & life ins, and profit sharing. Easy commute! Send resume. Continued growth at this leading biotechnology company has created the need for a maintenance craftsman to perform duties of a qualified journeyman in 2 or more trades such as welding, carpentry, steel fabrication, pipe fitting or refrigeration & electrical maintenance. Hrs 8-5 Mon-Fri. Requires working knowledge of machine shop equipment & materials and basic understanding of building systems for heating, ventilation & plumbing. AA/EOE

SENIOR FACILITIES MAINTENANCE TECH

Wash Construction Company
P.O. Box 1168
Sacramento, CA 95812-1168

C: E.A. McCaffrey

Salary negotiable, plus benefits package. Send resume & salary requirements. Assume total responsibility for facilities & grounds maintenance, including coordinating & scheduling third-party maintenance work. Full-time, 8-5 Mon-Fri. WCC, a division of Guy F Atkinson Co, req a 'hands on' person with general working knowledge of plumbing, HVAC, electrical & carpentry; and ability to perform minor repairs in these areas. EEO Employer M/F/H/V

PAINTER / SANDBLASTER (10)

Techno Coating
1261 Simpson Circle
Anaheim, CA 92806
714/636-1130

C: Don Watson / Project Manager

\$9-14/hr DOE, plus medical/dental insurance and profit sharing after 1 mo. Call for appt; RTJJ. Sandblast and re-coat oil refinery holding tanks using company sandblasting and spray painting equipment. Hrs 6:30-5 Mon-Thu plus available overtime. Medium-sized sandblasting and repainting company has been operating in the greater LA area for 15 yrs. Req commercial and industrial sandblasting exp. Must be willing to work hard. EOE M/F/V

TREE TRIMMER

Crisp Tree Service
3850 Cherry Court
Visalia, CA 93277
209/734-6382

C: Rnb

\$8.50-11/hr DOE, plus optional benefits including vacation, holidays, sick leave, and 50% medical insurance contribution. Call for appointment; RTJJ. Trim residential trees and clear utility lines for 30-yr-old tree-trimming business. Hrs 7:30-3, 5 days/wk. Requires 7-8 yrs experience including residential work & utility line clearing. Must have CDL, DMV printout, tools, climbing gear, and references.

**AIRLINE
FLIGHT ATTENDANT
& CUSTOMER
SERVICE AGENTS**


I.T.A., a leading airline career training center, will be selecting candidates to complete air travel career training in Fresno, California.

**CALL FOR INFORMATION ON A SEMINAR
IN YOUR AREA
(800) 247-9535**

Candidates should be willing to relocate to where the jobs are upon training completion.

International Travel Academy - Fresno, California

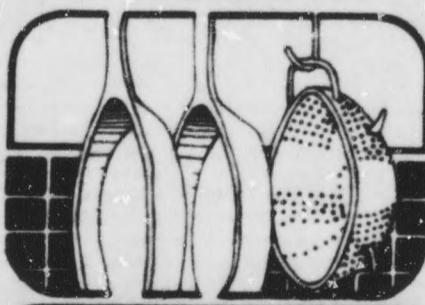
Need office remodeling or expansion for extra employees? Call:

Management Industries

General Construction
Interior Remodeling

Free hauling for
salvageable items

(415) 222-8439



Culinary/ Restaurant

COOK

El Pollo Loco
5055 Auburn Boulevard
Sacramento, CA 95814
916/349-9182
C: Manager

\$5/hr. Apply in person. Do some prep work and cook Mexican charbroiled chicken. Full-time flexible day or night shifts; weekend work required. One of 2 restaurants owned by the Sequoia Restaurant Group, which plans to open a third in the fall. Experience helpful, but will train. Must have right to work. EOE

COOKS

Howie's Bar & Grill
1900 Canterbury Road
Sacramento, CA 95815
C: Manager

\$5.50/hr plus vacation days available after 1 yr. Apply in person. Perform a variety of duties including cooking (steaks, ribs & oysters), prepping & clean-up. Full-time; lunch & dinner shifts with flexible hrs & days. 140-seat restaurant is owned by San Diego-based Hotel Investors Inc. Experienced cooks preferred.

COOKS

Bakers Square Restaurant
255 2nd Street
Davis, CA 95816
916/758-4190
C: Manager

Salary DOE, plus medical/dental insurance after 6 months, vacation after 1 yr, and sick leave. Apply in person between 8-11 & 2-5 Mon-Fri. Perform a variety of duties including cooking & prep work. Full-time, day & night shifts available. 60-seat, family-style restaurant is famous for its fresh-baked goods and is part of a nationwide chain. No experience required. Egg-pan experience preferred. Must have right to work. EOE

CREWMEMBER

Burger King
7225 Greenhaven Drive
Sacramento, CA 95831
916/392-6145
C: Manager

\$4.25/hr to start; DOE; benefits package available. Apply in person Mon-Fri. Prepare food, cashier, operate drive-thru window, and perform janitorial duties. Full & part-time flexible day shift to fit your schedule. Our restaurant has great working conditions, a friendly environment, and opportunities for advancement. Must be personable, motivated & energetic. Earn while you learn; on-the-job training provided! EOE

CREWMEMBER (part-time)
Wendy's Hamburgers
3776 Northgate Boulevard
Sacramento, CA 95834
916/920-6402
C: Manager

\$4.25+/hr negotiable. Call for more information or apply in person. Perform various duties including cooking, cashiering, operating drive-thru window, and light cleaning. PT flexible day shift; hrs based on need. Classic Prime Corporation owns 50 stores including 15 in Sacramento and others in Texas & Tennessee. Cashier experience helpful. Will train. Must have right to work. EOE

Restaurant Managers/ Equity Partners

We're looking for a few successful full-service restaurant managers who want more than just a job.

If you are ready to invest \$50,000 (or more) and time in your future, we need to talk!

Excellent Salary Percentage

Send resume to:

Brooks Company
c/o Julie Cole / Personnel Director
P.O. Box 19010
Fresno, CA 93724
or call
(209) 485-6150

CREWMEMBER

Burger King
403 Main Boulevard
Davis, CA 95616
916/758-5249 or 678-6300
C: Manager

\$4.25+/hr DOE, plus meal discounts and free uniforms. Apply in person between 2-6pm at our Davis, Dixon, or Vacaville locations or call for more information. Perform various duties including cashiering, cooking, operating drive-thru window, and light cleaning. Full or part-time position with flexible day or night hrs. Our fast-food restaurant has a friendly staff that provides quality food & service. Must be dependable, enthusiastic, and enjoy a fast-paced work environment. No experience necessary; will train.

Great trials often precede great triumphs.

FOOD SERVER / COCKTAIL SERVER (PT)

Charley Brown's
1900 Powell Street
Emeryville, CA 94608
C: Hostess

Minimum hourly wage; benefits available. Apply in person between 2:30-3pm Mon-Thu. Perform a variety of duties including waiting tables, taking orders, and serving food & cocktails. PT flexible day/night hrs. Part of 25-store chain, restaurant has a fun, friendly atmosphere and a reputation for quality food & service. Must be responsible, team-oriented, and able to work in a high-volume environment. Food or cocktail service experience preferred, but will train.

LINE COOK

Wendy's Classic Cookhouse
& Cowbunkers Bar
9611 Greenback Lane
Folsom, CA 95630
916/653-2200
C: Manager

\$4.25+/hr DOE, plus medical & dental insurance for full-time employees. Apply in person. Perform various kitchen duties including prep, pantry & line cooking. Full or part-time, all shifts available. Theme restaurant has a fun, supportive team; great working atmosphere; and serves fantastic food! Must be work well with others. Possible promotion opportunity for a loyal, team-oriented individual.

**CHARLEY
BROWN'S**

RESTAURANT HELP

Charley Brown's
1375 Expedition Boulevard
Sacramento, CA 95815
916/920-1331
C: Manager

\$4.25+/hr DOE, plus meal discounts; medical insurance provided after 6 mos. Apply in person between 3-5 Mon-Thu. Choose from a variety of duties ranging from busing, dishwashing, cooking, waiting tables, or lounge hosting (bouncer). Full & part-time positions with flexible hours around your schedule. Fun, friendly 250-seat restaurant/bar has a reputation for quality food & service. Must have good work habits & people skills. Exp preferred, but not mandatory.

SEE WHAT WE'VE GOT WAITING FOR YOU AT

Harrah's
Reno Hotel Casino

The glitter and glamour of our 24-hour nightclubs; the scenic beauty of the high desert country, the outdoor activities available in the spectacular Sierra Nevada; and the beauty of Lake Tahoe, just an hour away. It's all waiting for you in Reno, packed with value and excitement that's twice as friendly as just about anywhere else, with at least twice as much to do.

Current career opportunities are available in the following areas:

- SLOTS
- CLEANING
- FOOD SERVICE
- FOOD PREP

Harrah's offers an outstanding compensation and benefits package, including health insurance, 401K retirement with 6% company match, and rewards plus.

If you're interested in a job with a future, apply in person:

Harrah's Human Resource Office
130 North Center Street
Reno, NV 89520

or, call one of our Employment Representatives at our toll-free number 1-800-422-1121 ext. 2866.

An Equal Opportunity Employer
M/F, US Citizens and Preference
Aliens Only.



RESTAURANT HELP

Denny's Restaurant
2401 Mack Road
Sacramento, CA 95823
916/589-2011
C: Manager

Minimum wage and up DOE; full benefit package available including vacation, 7 holidays, and medical, dental & life insurance. Apply in person between 3-5 Tue-Thu. Seeking motivated, enthusiastic people who enjoy a team-oriented atmosphere. Host, provide service assistance, cook, or serve food. Full or part-time flexible positions; all shifts available (food server position is graveyard shift). Fast-paced, family-style restaurant seats 135. Must work weekends. No experience necessary; will train. EOE

RESTAURANT HELP

Babe's Bar & Grill
5080 Madison Avenue
Sacramento, CA 95841
C: Manager

\$4.25/hr. Apply in person between 2-4, seven days/wk. Perform a variety of duties including prepping, cooking, and cashiering. Full & part-time positions; flexible hrs & days available including weekday day shift. Come be a part of our close family. Busy, privately owned restaurant serves ribs, burgers, garlic steak sandwiches, and barbecued chicken. No exp required. Perfect job to work around school or homemaking schedules. Must have right to work. EOE

RESTAURANT HELP

Old Spaghetti Factory
1910 J Street
Sacramento, CA 95814
916/443-2652
C: Manager

\$4.25/hr to start. Apply in person between 1-3pm, 7 days/wk. Perform a variety of duties including hosting, serving food, busing & dishwashing. Full & part-time positions; day shift available. Old-fashioned restaurant has a fast-paced environment and is a member of a national chain that specializes in spaghetti dishes. Experience preferred but not mandatory; will provide on-the-job training. Must have right to work. EOE

RESTAURANT HELP (part-time)

Denny's Restaurant
1598 East Main Street
Woodland, CA 95695
916/688-4001
C: Tim Imay / Manager

\$4.75+/hr DOE (coold); \$4.25/hr to start (host & svc ass't); \$3.50/hr + tips (waitperson). Bts: 6 holidays, 1 wk vacation after 1 yr, medical, dental & life ins, and profit sharing. Apply in person (3-5 Mon). If you seek a fast-paced, team-oriented environment with great working conditions & xmt bts, this is for you! Varied duties include seating customers, waiting tables, cooking, or busing in our 104-seat family-style restaurant. PT days (host) or nights/graveyard (waitperson); flexible hrs to be arranged. Must be service-oriented and have good work habits. No exp needed; will train. EOE

Management Opportunities

The Old Spaghetti Factory, a Portland, Oregon-based 25-unit restaurant company, is looking for managers and kitchen managers. Ideal candidates have 2 to 4 years of college, 6 months recent restaurant exp, leadership history, and a willingness to relocate for growth opportunities at company's expense.

Send Resumes to:
Director of Management Recruiting
Old Spaghetti Factory, Int'l. Inc.
62 Jack London Square
Oakland, CA 94607

Marriott

We are now hiring for fall on the UC Davis campus.

- | | |
|----------------|---------------------|
| • FOOD SERVERS | • UTILITY POSITIONS |
| • DISHWASHERS | • COOKS |
| • CASHIERS | • BAKERS |

FT employees receive medical, sick leave, and vacation. Some meals; uniforms provided. 2-8 hrs/day. Flexible shifts, full & part-time positions.

140 Segundo Dining Hall
UC Davis, CA 95810

ROOM SERVICE WAITERS/SONGS

Sacramento Hilton Hotel
2200 Harvard Street
Sacramento, CA 95815
916/922-4700
C: Personnel

\$3.50/hr plus tips, medical & dental ins, and paid vacation. Apply in person between 3-12noon Mon-Fri. Union affiliate is seeking dependable individuals to deliver food to hotel rooms and help us live up to our reputation for quality service. Full & part-time positions available with flexible hrs, depending on business. Food server experience preferred.

If you can't decide on a career direction, consider temporary work. It can provide you with good on-the-job training in a variety of businesses.

WAITER / WAITRESS (part-time)

Old Spaghetti Factory
82 Jack London Square
Oakland, CA 94601
415/693-0222
C: Manager

Minimum wage/hr plus tips, free meals, 1 wk vacation/yr, medical insurance, and profit sharing. Apply in person between 8-11am and 2-4pm Mon-Fri. Wait tables, serving food & cocktails. Lunch and dinner menus are the same for both shifts. 20 flexible hrs/wk, lunch and dinner shifts (will work around school schedule). Old-fashioned spaghetti restaurant is part of a 27-restaurant chain based in Portland, OR. Must be at least 21 yrs old. No experience necessary; will train.

CHILDREN'S CTR PERMIT TEACHERS/SUBS

San Juan Unified School District

Child Development Office

5309 Kenneth Avenue

Carmichael, CA 95888

916/971-7375

C: Judy Randall / Resource Teacher

\$6.75-7.50/hr DOE/DOQ; regular teachers receive medical/dental & vision insurance and retirement. Open until filled. Call for more information & application. Plan & implement a before & after-school program for children in grades K-6. District: program operates at 40 sites and serves 3000 children. 2 full-time and 4 on-call positions, 7:30am & noon-6pm Mon-Fri; hrs may vary. Requires AA degree, children's center state permit (or eligibility for application), 24 ECE units, CDA, and transportation. Some exp with preschool & primary school-age children preferred.

Million Dollar Japanese Restaurant

In Fresno area, set to open in November,

1988. An agreeable, stylish, modern, bright facility has openings for:

- 5 Teppan Yaki chefs
 - 2 Sushi chefs
 - 1 Yakituri chef + Tempura chef
 - 3 a la carte kitchen chefs
 - 2 assistant chefs
- Competitive wages; knowledge of Japanese useful, but not required. We are seeking people who enjoy working with the public in a team-oriented environment. Experience preferred; however, ambitious individuals who are willing to learn may also apply. Resumes being accepted immediately. Please indicate desired position and wage.

MINIMUM QUALIFICATIONS

One year of increasingly responsible, subprofessional exp in a law library and equivalent to completion of the requirements for an Associate of Arts degree in Library Science. (Additional exp in a law library may be substituted for the req education on a year-for-year basis.) Ability to perform accurate typing and knowledge of and exp in the principles, practices & procedures of a law library is req. Familiarity with the Library of Congress classification system for law and word processing is desirable.

Please request an application from:
Administrative Office of the Courts
280 McAllister Street, Room 2210
San Francisco, California 94102
Telephone: (415) 557-9251

FLING DEADLINE: September 16, 1988

COUNSELOR

Rancho Santiago Community College District

17th Street at Bristol

Santa Ana, CA 92706

714/667-3320

C: Personnel Department

\$24,237-48,845 depending on education/exp, plus xmt bts. File district app/resume by 5pm 9/16. Provide community transition to youth & adult inmates in Orange County jail; assess skills, aptitudes, interests & exp of inmates, using results to develop employment strategies. 10-mo position is funded thru 6/30/89 and subject to refunding then. Req MA in counseling, social work, psychology/related field; successful counseling exp; knowledge of vocational assessment instruments. Must have/qualify for CA Community College counseling credential. 2 other positions currently avail in district. AA/EOE

COUNSELOR (7th & 8th grades)

Del Norte County Schools

301 West Washington Boulevard

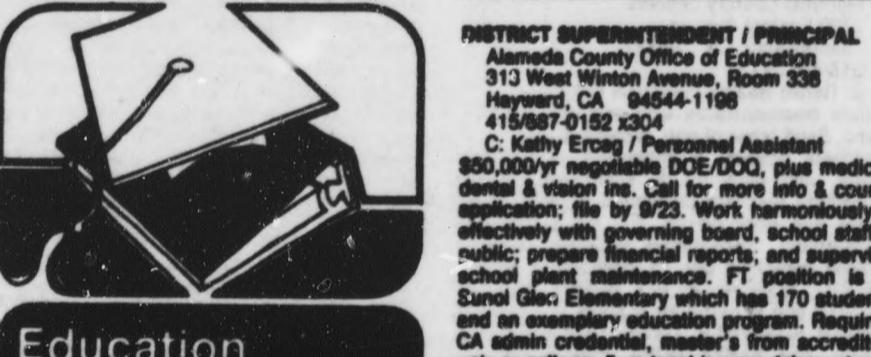
Crescent City, CA 95531

707/464-6141

C: Bobbi Clausen / Personnel Director

\$27,000-36,000/yr DOE/DOQ, plus county-provided auto, medical/dental & vision ins, PERS contribution, 13 paid holidays, and 12 days sick leave. Call for more info & county app; file app & resume. Itinerant junior high school position, performing specialized counseling services at 5 high schools. Work independently, identifying needs and collaborating with students, teachers, administrators & parents. FT, 8-4 Mon-Fri. District has 3500 students in 10 schools. Requires CA pupil personnel services credential (or ability to qualify) and a CDL.

There is never a right way to do a wrong thing.



Education

PRESCHOOL TEACHER (part-time)



LEARNING DISABILITIES LAB AIDE (part-time)
San Joaquin Delta Community College Dist.
Personnel Office - Admin Bldg, Room 202
Stockton, CA 95207
209/474-5059

C: Sue Cain / Personnel Technician
\$1048/mo + employee & dependent medical, dental, life & vision ins. Call for info/dict app; file app by 9/18. Assist instructors & students by performing a variety of clerical & authorized instructional duties in the learning disabilities lab. 28 hrs/wk (to be scheduled); 10-month position. Community college has 20,000 students & 500 faculty/staff. Requires background in post-secondary education and in an area related to assignment; and learning disability diagnostic & prescriptive skills. Experience in tutoring and operating lab equipment desired. AA/EOE



**MERRYHILL
COUNTRY
SCHOOLS**

**PRESCHOOL TEACHERS /
PRESCHOOL-ELEMENTARY SUBS**

Merryhill Country Schools
2730 Eastern Avenue
Sacramento, CA 95821
916/485-2177

C: Renate Rothe / Personnel Director
Salary commensurate with exp and qualifications. Send letter of app, resume & transcripts. Teachers develop & implement daily lesson plans, and care for & supervise children. Substitute teachers implement existing lesson plans and work on-call. FT, PT & long-term substituting opportunities available. Growing private preschool has 15 locations in SACRAMENTO, ROSEVILLE, ELK GROVE, and MO-DESTO; and is hiring for schools in ROCKLIN, NORTH ROSEVILLE, DAVIS, STOCKTON, MUSCATINE, and SANTA ROSA. Full & part-time positions available. Must meet Dept of Social Services's ECE requirements. EOE

Try sending unfolded resumes in large envelopes marked "confidential." The markings will help get the information to the right person, and larger envelopes will often be the first opened.

**TEACHER / ELEMENTARY RESOURCE
SPECIALIST**

San Lorenzo Unified School District
15510 Usher Street / P.O. Box 37
San Lorenzo, CA 94580
415/278-3800 x211

C: Certified Personnel
\$22,208/yr minimum base DOE/DOQ, plus medical, dental & vision insurance. Call for more info and app procedures. Immediate opening in Santa Cruz County, south of San Francisco. Plan & implement an educational program for students (in a pull-out program) who are working below grade level. Full-time; 1st semester of 1988-89 school year only. Hrs 8:15-3:15 Mon-Fri. Requires CA teaching certificate and appropriate resource specialist certificate. AA/EOE

Various
Specialties

VOCATIONAL INSTRUCTOR

Correctional
Facility

Small Engine Repair
Silk Screen Processes
Mechanical Drawing
Sheet Metal Work

Electronics
"Culinary Arts
Carpentry
Refrigeration and Air Conditioning Repair

Mill and Cabinet Worker
Sewing Machine Repair

Salary: \$2717-\$3444 per month. Requirements: 3 yrs of journeyperson exp in the appropriate subject specialty, at least 1 yr of which must have been within the last three years. Education: Graduation from high school. *Special requirements: 1. Possession of a valid California Teaching Credential which authorizes the holder to teach on a full-time basis a vocational course in Culinary Arts; and education equivalent to completion of 2 yrs of college. (Additional qualifying exp may be substituted for the required education on a year-for-year basis.) Or 2. Experience: 3 yrs of exp supervising food preparation or service in a school, hospital, industrial plant, unit of the armed forces or similar agency serving at least 750 meals daily. This exp must have included training responsibility requiring classroom instruction and preparation of lesson plans. (Completion of one year of graduate work in institution administration or completion of an approved didactic internship may be substituted for the 2 yrs of required exp.) At least one year of the required exp must have been within the last 3 yrs.

Credential: Possession of a valid California Teaching Credential which authorizes the holder to teach on a full-time basis a vocational course in the appropriate subject specialty. (Applicants who do not possess this credential may take the exam, but must have an application for the appropriate credential before appointment and must secure the credential within 120 working days after app't.) Applicants must show their credential and/or license number, title, and expiration date on their application if they possess one. Must be willing to continue their educational development and work in a State correctional facility with inmates. Must be able to pass a complete physical. Application form #78 may be obtained at Employment Development Department offices and mailed to: California Correctional Center, Personnel Office, P.O. Box 632, Marysville, CA 95917, and must be postmarked no later than: 10/14/88. The positions are in located Sacramento, CA. An Equal Opportunity Employer. Only individuals lawfully authorized to work in the United States will be hired.

TEACHER / HIGH SCHOOL (special day class)
San Lorenzo Unified School District
15510 Usher Street / P.O. Box 37
San Lorenzo, CA 94580
415/278-3800 x211
C: Certified Personnel
\$22,208/yr minimum commencing upon hire DOE/DOQ (district accepts up to 7 yrs exp on pay scale); plus medical/dental & vision ins and PERS reimbursement. Call for more information and application procedures. Santa Cruz County school district seeks teacher to plan & implement program for a special education class in a self-contained classroom (class size varies from 7-12 students, grades 3-12) and supervise one aide. Requires CA teaching credential and learning handicapped credential. AA/EOE

TEACHERS (3)

Kids On Campus
2850 East Lafayette Street
Stockton, CA 95205
209/943-5371 or 943-6379

C: Sue
\$8,928-9,237/yr DOE/DOQ, plus medical insurance after 90 days, and paid vacation after 1 yr (for those working 25+ hrs/wk). Call or drop by for application. Arrange & implement lesson plans, often based on weekly themes. Curriculum includes art, science, music, and physical education. Nonprofit day care organization was opened in the late 70s and includes 6 centers; teach with approx 6 teachers, 6-12 aides, and about 100 children aged 3-12 yrs. FT & PT positions available. Mon-Fri; hrs negotiable. Must have 12 ECE units or 6 units & be attending school to receive 6 more.

TEACHERS (part-time)

Bright Beginnings
350 Golden Hind
Casa Madara, CA 95225
415/524-1677

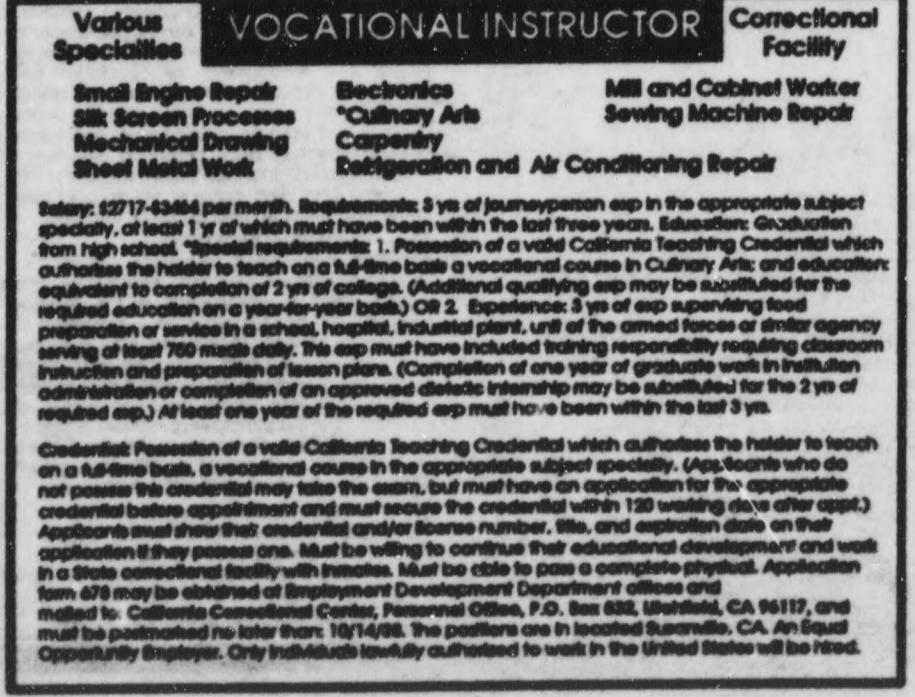
C: LaRae/Director or Gayle/Office Asst
\$6-7.50/hr plus health insurance, vacation, holidays, and sick leave (totaling 5 wks/yr paid time off). Call for appointment; RTJJ. Plan & implement classroom lessons and activities, and supervise up to 3 teaching assistants for infant to pre-kindergarten-age children (age depends on assignment). PT, 6-8 afternoon hrs/day. Licensed for 140 children, ages 3mos - 7 yrs. Requires minimum 6 ECE units. Some experience working with children preferred.



ASSISTANT SYSTEMS ANALYST

California State University, Fullerton
Office of Pers Svcs & Employee Relations
Fullerton, CA 92634
714/773-3821

C: Office of Personnel Management
\$2485-3000/mo + bbs including vacation, sick leave, holidays, and dental, health & life ins. File CSUF app; RTJJ. Study personnel processes and develop an overall plan for ofc automation; maintain, update or modify automated personnel systems; program changes in newly developed systems; and document & troubleshoot programs. Req equiv to BA/BS and 1 yr exp performing routine & technical analysis of procedures; knowledge of computer programming and data processing techniques & procedures; and ability to understand administrative problems in order to develop automated procedures. AA/EOE M/F/H/V



Employment LINES

TIMELY EMPLOYMENT TOPICS AND TRENDS

Foreign Exchange

Tomorrow's technical leaders are attending high schools today . . . all over the world. Over half the science and engineering doctorate degrees awarded in the United States now go to foreign students. Fortunately, most of these young scholars aren't expected to export their talents after graduation. Four-fifths of those now studying in the US on permanent visas plan to work here after they receive their diplomas.

Source: Career Opportunities News

More Pride than Pleasure

Being proud of the work you do – versus actually enjoying it – may be worlds apart, a new study finds. Adia Personnel Services asked 906 personnel decision makers whether they agreed with the statement, "Most people at my company take pride in their work." The vast majority (92 percent) believe their employees are proud of the job they do. However, this optimism doesn't necessarily extend to job satisfaction. When asked whether their staff truly enjoyed their work, only 15 percent of the personnel managers surveyed said more than three quarters of their employees were happy.

No More Gold Watches?

Double-digit job tenure in the American workforce appears to have ended. The median job tenure for discharged managers on their former jobs was 9.2 years in the second quarter of 1988. That marks the 14th consecutive quarter of single-digit tenure, reports James E. Challenger, president of Challenger, Gray & Christmas, Inc., a Chicago outplacement firm. Job tenure has not been in the double digit range since the fourth quarter of 1984 when it was measured at 12.5 years.

Declining job tenure can be linked to changing attitudes of both employers and employees. "People who were discharged used to face negative reactions from prospective new employers, but that is no longer the norm," says Challenger. "Employees believe that the experience of several jobs is a plus. Employers welcome experience because they feel it will help them in meeting the demands of increasing competition."

The Workplace of the '90s

Between now and the year 2000, the US economy is expected to create 21 million new jobs for a work force that will grow at less than two-thirds the rate of the last decade. Two of every three new workers will be women.

How will these statistics affect the workplace? Ms. magazine asked 100 top "labor force observers" the same question. Here's what they said:

1) Employers will strive to accommodate different gender, ethnic, and cultural work styles in the workplace of the 1990s, causing the traditional, white male-dominated American corporate culture to go the way of the manual typewriter.

2) Employers and legislators will expand their efforts to accommodate workers who need training and parents who require child care.

3) Worker demand for flexible work schedules will increase, while unions and women's groups will continue to press for greater protection of temporary and part-time workers. The distinctions between full- and part-time work will blur.

4) Despite clear advances in the work force and more access to education, women throughout the 1990s will remain under-represented in upper echelons of corporate life, and over-represented in the lower ranks.

Registered Care Technicians on the Critical List

Physicians and nurses alike are expected to vigorously oppose a recent American Medical Association (AMA) proposal to create a new category of patient caregivers. The proposal seeks to establish a hospital-based training program to educate those with at least a high school diploma to become registered care technicians (RCTs). The measure is supported by many nursing schools, which hope it will boost sagging enrollments and help ease the critical nursing shortage.

The nursing community seems overwhelmingly opposed to the measure, however. Ninety-five percent of 500 nurses responding to a survey in the July issue of Southern California Nursing News condemned the plan. Most said the training period for both the RCT I and RCT II categories was too short. The respondents also believed the move would significantly reduce the quality of patient care.

To Advertise Call
(916) 925-0800

CONFIGURATION/DATA MANAGER

S. Systems Corporation
9800 La Cienega Boulevard, #201
Inglewood, CA 90301
213/216-1108

C: Mr. Stephens / Dir Human Resources
Up to \$38,000/yr + 1 wk vacation after 1 yr, 9 sick leave days, and medical/dental & vision ins after 1st continuous month. Send resume; RTJJ. Provide configuration management support to US Air Force, review configuration mgmt plans for compliance with govt requirements, support CCB & CCBDs activities, and prepare agendas & minutes. Hrs 7:15-4 Mon-Fri. Govt contractor provides technical support to the Air Force. Req 7 yrs experience in hardware configuration management or data management; and knowledge of CMC procedures, mil-standards & regulations. Must be prompt and hardworking. AA/EOE M/F/H/V

Keep your personal problems out of the office.

"True greatness is in the character, never in the circumstances."

— J.R. Miller, DD

ELECTRONICS ENGINEER:

Campbell Engineering
2540 Bates Avenue
Concord, CA 94520
415/688-7212
C: Warren Hood / Tech Svcs Director
\$2450-2600/mo DOE/DOQ, + medical ins., sick leave, vacation/holidays. Send resume & 3 refs. Provide support for production of systems, installation assistance, and some maintenance; review product correctness; design & implement upgrades; and QC finished systems. 40 hrs/wk; some overnight travel. Firm produces intelligent, high-security access control systems. Req EE/equiv exp, 2 yrs digital systems & interbus communications exp, good programming base, solid microprocessor ops & interfacing knowledge, ability to qualify for security clearance, and US citizen. Knowledge of analog and 8051 & V40 background helpful.

**PROGRAM ANALYST II**

UC Davis Medical Center
2525 Stockton Boulevard, Room 1021
Sacramento, CA 95817

C: Personnel Department

\$112-1777 biweekly. Apply by 9/18/86. Career position developing, installing & maintaining computerized information systems in Hospital Information Systems. Full-time. Requires working knowledge of computer languages, operating system software, and network communications protocols (RS 32, IBM 3270 & 3780); experience with programming specification forms used to define data input & information output; and systems design & analysis. Previous exp preferred. EEO/AE Employer: Minorities, Disabled, M/F (Please refer to job #1475-86).

PROGRAMMER:

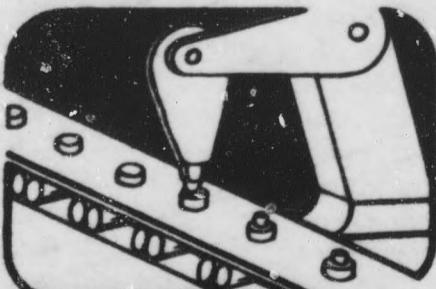
DAK Industries
3200 Remmet Avenue
Canoga Park, CA 91304
818/688-1534

C: Dorothy / Personnel Recruiter

Up to \$27,000/yr plus medical, dental, vision & credit union provided after 90 days, 2 wks vacation after 1 yr, holidays, and sick leave. Send resume (Attn: Personnel) & salary history/reqs; RTJJ. Input & maintenance on HP3000 mainframe using 46 & 70. Hrs 8-5 Mon-Fri. Consumer electronics mail order company employs 250. Requires #15 diploma; proficiency in COBOL, Query, Turbo Image & HP3000 (utilizing 46 & 70); 2-3 yrs exp working under a senior programmer; enthusiasm; motivation; and strong communication skills. Knowledge of BSA software a+. Must be US citizen/have right to work. EOE

PROGRAMMER TECHNICIAN

OraAmerica
P.O. Box 7340
Burbank, CA 91510
C: Lily / Director of Human Resources
Up to \$22,000/yr DOE/DOQ + vacation, holidays, sick leave, medical & dental ins., 401K & credit union plan, and discount on merchandise after 90-120 days. Send resume & salary history/reqs; RTJJ. Input data and handle programming on a General mainframe, working extensively in Basic & Cobol. Hrs 8-5 Mon-Fri + flexible OT. 14K gold manufacturer has served LA area for 10 yrs and employs 200. Req HS diploma, knowledge of 3 computer programming languages, and good interpersonal skills. Some college preferred. 1 yr computer programming exp a plus. Must have right to work. EOE M/F/H/V

**Industrial****HONE OPERATOR**

Bell Industries
12605 South Van Ness
Hawthorne, CA 90250
213/757-8301
C: Gary Linden / General Manager
\$8.50-15/hr DOE/DOQ, plus bonus incentive program, vacation, holidays, sick leave, medical/dental & life insurance, and profit sharing. Call for appointment or more info; RTJJ. Responsible for own set-ups, lab-fittings, and hone operations. Hrs 8:30-5 Mon-Fri plus overtime. Division of a Fortune 500 company, manufacturer of precision hydraulic components has been in business 32 yrs. Prefer 3-5 yrs hone operation experience. Must be US citizen. AA/EOE

PRESS PERSON

Ajalon Printing and Design
2100 Llano Road
Santa Rosa, CA 95407
707/579-8322
C: Dave Wairath / Owner
\$12/hr to start DOE, plus vacation, holidays & sick leave, medical insurance, and profit sharing. Call for more information; RTJJ. Small printing company, in business 30 yrs, seeks person to operate a Hamada 660 or Sohni 125 printing press. Hrs 8-5 Mon-Fri. Must have at least 3 yrs printing press experience. AA/EEO Employer M/F/H/V

Our Growth is Your Benefit

WESTERN TRADE PRINTING CENTER
(2935 Academy Way, Sac, CA 95815)

is looking for Quality People

- Pressmen: 40" Michle 4/c or 38" Miller 4/c
- Bus. Forms Press Operator & Collator Operators
- 4/c Strippers
- Camera Operators
- Machine Bindery Operators

Send your Resume to:
P.O. Box 13008
Sacramento, CA 95814-3008
(916) 922-3676

SAW MILL

Diamond Lands Corporation, Red Bluff, currently has an opening for 1 Saw Mill Electrician. Must have at least 5 years experience.

Contact: Diamond
Personnel Department at
(916) 527-2231 ext. 335.

Equal Opportunity Employer

EMPLOYMENT OPPORTUNITIES

Mare Island Naval Shipyard currently has immediate openings in the following positions:

**WELDERS
SHIPFITTERS**

(Steel worker experience will be considered for shipfitters position)

Applications are available at Mare Island Naval shipyard employment office located on the corner of Tennessee Street and Wilson Avenue in Vallejo, CA between the hours of 7:30 A.M. and 3:30 P.M. Monday through Friday, or by calling (800) 621-3368.

MARE ISLAND NAVAL SHIPYARD
Industrial Relations Office
Recruitment Branch, Code 170.2
Vallejo, CA 94592

U.S. Citizenship Required - An Equal Opportunity/Affirmative Action Employer

PRESS PERSON

Ajalon Printing and Design
2100 Llano Road
Santa Rosa, CA 95407
707/579-8322
C: Dave Wairath / Owner
\$8-11/hr plus vacation, holidays & sick leave, medical insurance, and profit sharing. Call for more information; RTJJ. Perform all duties needed prior to printing press operation including plate-up, camera work, stripping and platemaking. Hrs 8-5 Mon-Fri. Small printing company has been in business 30 yrs. Requires minimum of 3 yrs experience in press operation. AA/EEO Employer M/F/H/V

PRINTING PRESS OPERATOR

Caskey Printing
116 Broadway
King City, CA 93630
408/385-3221

C: Bill Casey / Owner
\$12-15/hr DOE, plus vacation, holidays, sick leave, and medical & dental insurance after 90 days. Call for appointment or more information; RTJJ. Operate Heidelberg SOR11 and SOR12 presses. 40 hrs/wk with some weekend hrs & some overtime. Established printing company has been in business since 1901 and has 75 employees. Must be outgoing, hardworking individual with a positive attitude. 5 yrs experience a plus. Must have right to work. AA/EEO

QUALITY CONTROL INSPECTORS (2)

Southwestern Industries, Inc.
5880 Centinela Avenue
Los Angeles, CA 90045
213/776-1123

C: Paula Cisneros / Office Manager
\$9-11/hr DOE, plus xmt benefits. Apply in person or send resume, references, and salary history/requirements; RTJJ. NO PHONE CALLS. Perform solder, harness & electronic stuffing inspections; test various manufactured units such as CNC machines; and perform touch up, wiring & assembly of units. Hrs 7-3:30 Mon-Fri. Precision instrument tools manufacturer has representatives nationwide. Requires 2-3 yrs exp in electronic assembly. Must have good communication skills and knowledge in soldering & reading blueprints. Prefer resident within 10 mile radius of plant. EOE M/F/H/V

When faced with an unwelcome office visitor, stand up!
(The other person won't sit down and get comfortable.)

WELDERS

Tint, Inc.
2361 Durham-Dayton Highway
Durham, CA 95838
916/865-0807

C: Dan DuBoise / Shop Foreman
\$6.50+/hr DOE, + medical insurance after 90 days and 1 wk vacation after 1 yr. Apply in person; RTJJ. Fabricate structural steel, occasionally working 30-40 miles from office. Full-time; 8:30-3:30 Mon-Fri plus some weekends. Small, 10-yr-old manufacturing company requires 3 yrs welding experience. Must be a very hard worker with own tools and insured transportation. EOE M/F/H/V

Plywood Manufacturer seeking experienced**Production Supervisor**

Must be fully qualified in all phases of plywood manufacturing.

Excellent benefit package

Send resume in care of:
California Job Journal
2335 Capitol Oaks Drive, Suite 100
Sacramento, CA 95833
Attn: CJ Box H

Supervisor

Simmons Company, International, manufacturer of quality bedding and upholstery products, is seeking a third-shift supervisor in our shipping and receiving area. One year shipping supervising experience in a union shop is required. Send resume with salary history to:

Personnel Department
SIMMONS COMPANY
1700 Fairway Drive
San Leandro, CA 94577

EOE

To succeed . . . be assertive!

WELDER / SHEET METAL WORKER (2)

Johnson Industrial Sheetmetal Inc.
2131 Barstow Street
Sacramento, CA 95815
916/927-8244

C: Curt Johnson / President
\$7-10/hr DOE, + 1 wk vacation and medical/dental ins after 60 days. Call (7am-noon) for more info or apply in person. Perform welding and use sheet metal fabrication equipment including brakes, shears & presses. Hrs 7:30-3:30 Mon-Fri + occasional overtime. Northern CA dust collection systems manufacturer has 16 yrs in business. Req 2 yrs general welding exp (will train in dust collection systems specialty). CDL, and DMV printout. Must have own welding equipment, be hardworking, mechanically inclined, willing to learn, and looking for long-term employment. Certified welder preferred, but will train. EOE

DEVELOPMENT SERVICES DIRECTOR

City of Fountain Valley
10200 State Avenue
Fountain Valley, CA 92708
714/935-4400

C: Personnel Division
\$63,860/yr DOQ, + xmt bts and city-paid PERB. File city app; RTJJ. Organize, plan, coordinate, and direct current & advanced planning, zoning, development, code enforcement, environmental review, and building safety activities. Act as technical advisor to the Redevelopment Agency on all policies & activities concerning the planning, development, operations & promotion of economic development/renovation projects. Req BA or graduate degree in urban planning, public admin, or related field, and 5-8 yrs responsible & comprehensive exp developing/implementing a community development program. EOE

Research the company and let them know (subtly) that you have by using a name on the cover letter, not just "Dear Sir or Madam". That personal touch can make a job hunter stand out from the masses.

HOUSING PROGRAM SUPERVISOR

City of Oxnard
325 South A Street
Oxnard, CA 93030
805/984-4655

C: Personnel & Employee Relations
\$2088-3280/mo + excellent bts. File city app by 9/15. Position is in the housing assistance div. Manage 780 low-income housing units, work with private developers in providing incentives for unassisted housing development, supervise & participate in determining new housing applicant & program participant eligibility, and perform ref checks & other duties. FT. Req BA/BS with major coursework in social science, counseling, business, public admin, or related field; HUD-accredited public housing mgr cert; and 4 yrs responsible housing assistance program exp including 1 yr in a supervisory capacity. AA/EOE

INDEPENDENT MARKETING REPS (2)

Resource Evaluation Group
778 Town & Country Road
Orange, CA 92666

714/835-0700
C: Kathy / Marketing Director

\$2000-3000/mo potential in straight commission. Medical ins provided after 60 days. Send resume with references & salary history/reqs; RTJJ. Position involves real estate appraisal, cold calling, new business development, and customer service. Flexible hours Mon-Fri. Growing firm in central Orange specializes in residential & commercial real estate appraisal & business evaluation. Requires sales experience, insured transportation, and CDL. Must be dependable, self-motivated, aggressive, and a US citizen. Prefer knowledge of real estate. AA/EOE M/F/H/V

CUSTOMER SERVICE POSITIONS

As we grow and expand, USAA continues to seek candidates for Policy Service Representatives.

QUALIFICATIONS:

- Minimum 2 yrs college or equivalent customer service exp.
- Excellent telephone communication skills.
- Typing requirement 25 wpm (heavy usage of computer keyboard).

USAA offers a stable state-of-the-art environment, competitive benefits & salaries, and individual growth opportunities. If you would like to join a team of professionals, consider USAA and apply in person. 2241 Harvard Street (near Arden/Business St), Sacramento, CA, 8 am to 4 pm, Monday, Wednesday, Friday (Tuesday and Thursday, 8 am to 6:30 pm).

USAA is an Equal Opportunity / Affirmative Action Employer



INVESTIGATOR (WORKERS COMP)

Craig S. Rogers Investigating
P.O. Box 1029-281
Van Nuys, CA 91408
818/765-3925
C: Craig Rogers / Owner
\$12-15/hr plus contribution toward medical ins for FT employees. Send resume; RTJJ. Investigate validity of workers' compensation claims (research doctors' reports, claimants' personal background, and other pertinent facts). Full-time; set your own schedule, depending on case load. Well-respected private investigating firm is a member of the CA Fraud Investigating Association and the Workers' Comp Claim Investigation Assoc. Those without workers' comp experience need not apply. Billing skills a plus. EEO Employer

REAL ESTATE ASSOCIATES (10)

Giffen Griffin & Company
10880 Wilshire Boulevard, Suite 200
Los Angeles, CA 90024
213/470-1781

C: Steve Nardi / Sales Manager

\$75,000+/yr potential based on a progressive commission split. Call for appnt or info; RTJJ. As an independent contractor, responsible for home & condominium sales, leases & leasing. Flexible hours & days. Successful mid-size Westwood firm has been in business for 20 yrs. Daily travel in LA area is required. Must have CA Real Estate license, transportation with insurance, and valid CDL. Candidate should be aggressive, dedicated & hard-working. Exp preferred; training provided. Great opportunity for new licensees. Must show proof of right to work. AA/EOE M/F/H/V (910)

REAL ESTATE AGENT

Benton Associates Inc.
1145 East Green Street
Pasadena, CA 91106
818/405-8030

C: George Herper

50-60% commission on sales DOE (may earn up to \$100,000/yr). Call for appointment or send resume; RTJJ. Seeking independent contractor to list & sell real estate. Full-time; 8-5 Mon-Fri, plus 1 day/wk overtime. Investment brokerage & property management firm requires real estate license.

REAL ESTATE SALES

ERA - AAC Properties & Investments
4996 Cherry Avenue
San Jose, CA 95118
408/723-0102

C: Al Ching / Owner

50% commissioned salary DOE, plus medical & dental insurance; no monthly fee or desk rental. Call for appointment; RTJJ. One of the nation's largest real estate franchises seeks outside sales representatives to work as independent contractors. Make sales presentations to potential clients in designated areas. Full & part-time positions; hrs to be determined at interview. Must have real estate license, good communication skills, and own transportation. Excellent training program available. New agents welcome.

SALES REPRESENTATIVE

Applied Systems
P.O. Box 400
Monroe, IL 60449
800/999-5368

C: Bob Skule

\$alary \$20,000-25,000/yr plus commission (our average salesperson earns \$50,000+/yr); excellent benefit package offered. Call or send resume. Highly motivated, experienced 'Sales Pro's' wanted to represent leading supplier of insurance automation systems. Several territories available in CA. Full-time; flexible hrs & days. Position does not require a degree, but does req a determined individual with min 3 yrs proven sales experience and background in property & casualty insurance. Apply if you are a self-starter, good closer, and want above-average income. Full Training Provided.

**SALES /
SALES MANAGEMENT**

Large national A+ Superior rated insurance company has openings in a fast track management development program. We market payroll deduction products that support existing programs.

- Excellent income potential (commissions advanced weekly)
- Daytime sales to business market
- Advancement opportunities

Sales experience is helpful but not required. For more information, send resume to:



Marketing Director
2160 Royal Rd - Suite 33
Sacramento, CA 95815
Equal Opportunity Employer

REAL PROPERTY AGENT

City of Garden Grove
City Hall
11391 Acacia Parkway / P.O. Box 3070
Garden Grove, CA 92640
714/741-5004

C: Personnel Office

\$3001-3665/mo + bts including 10 vacation days & 11 paid holidays/yr, medical ins, and 7% PERS. File city app by 9/23. Assist in performing office & field work involved in the acquisition & sale of real property interests. Req 2 yrs exp in the acquisition of real property; 2 yrs exp in appraisal & evaluation work in connection with the transfer & sale of real property or in title examinations; college degree or equiv; and knowledge of legal descriptions of property, laws regarding securing of property, factors in appraisals, and principles underlying the appraisal process. EOE M/F/H

**SALES POSITION**

Liberty Mutual Insurance Company
2233 Watt Avenue
Sacramento, CA 95865
916/481-3400

C: Albert P. Gambetti, Jr. / Sales Mgr

Salaried position with additional incentive plan making substantial earnings possible. Includes broad company benefits, paid car expenses, and complete training in all lines of insurance. Call for appnt or send confidential resume. Enjoy advantages of living in Sacramento and growth opportunities of working with a fast-growing national concern which traditionally promotes from within. Sell & service personal lines of casualty, fire & life ins. FT, Mon-Fri. Seeking college grad or person with college and/or sales exp (UNLICENSED), drive, integrity, STABILITY, sales aptitude, and proven ability to work.

An affiliate of the **CMAlliance**

SALES REPRESENTATIVE

William Hawkins Agency
CM Alliance
2025 Hurley Way, Suite 150
Sacramento, CA 95825
916/929-5001

C: Leon Rothstein / Training Supervisor

Commission plus salary subsidy and production bonuses for eligible candidates. We offer a continuous training program, advancement opportunities, and an excellent fringe benefits program. Send resume; all inquiries are kept strictly confidential. CM Alliance, a leader in the insurance & financial services field, has an opening for someone (with or without prior sales experience) to sell insurance & financial services to businesses & residents. Days & hrs to be discussed at interview. AA/EOE M/F

**Legal/
Public Safety****ASST DIRECTOR, WASTE MGMT PROGRAM**

Orange County
Hall of Administration
10 Civic Center Plaza
Santa Ana, CA 92701
714/834-2844

C: Personnel

\$46,110-72,520/yr + vacation, 11 paid holidays, 8 sick leave days/yr, medical insurance, and retirement plan avail. File city application by 10/17; RTJJ. Assist director & chief engineer in planning, organizing & directing the operations of the county's waste management program. Req civil engineer certificate; strong administrative skills, including budget admin and personnel mgmt; and working knowledge of waste mgmt engineering design & construction, engg geology, environmental engg, resource recovery tech & feasibility, and federal & state mandates governing solid waste systems. AA M/F/H

DEPUTY SHERIFF

Anzaador County
108 Court Street
Jackson, CA 95642
209/223-6456

C: Personnel

Pay range: \$10.41-12.05/hr plus excellent benefits. Call for more info or apply in person. Anzaador County is currently developing a new employment list for the Deputy Sheriff position. Full-time shifts available. County is located in the attractive Sierra Foothills community of Jackson. Requires basic POST certificate and at least 2 yrs police experience; performing patrol assignments. EOE

**What To Do When You're Forever #2**

You're interviewing for jobs, get to the finals every time, but always come in second. What's happening? It's too near the old "always a bridesmaid, never a bride" for comfort. We have been talking with Number Twos and hiring managers around the country, and have pinpointed some possible explanations and strategies.

1. Failure to sell aggressively enough. Several managers mention that the choice between the top candidate and Number Two was based solely on the manager's perception that Number One wanted the job more and worked harder at selling him/herself. Says one Fortune 500 MIS vice-president, "The top candidate

had less experience but he brought that up and convinced me his experience was very high-quality. He was obviously vitally interested in the job."

In a similar situation, money was an issue. Two was higher-priced but didn't sell herself carefully enough. "I expected the runner-up to explain why she was worth a ten percent premium. Number One made it clear that he was satisfied with the salary we offered." Comment: *The top candidate may have underpriced himself but it's clear Number Two didn't try to sell her dollar value to the organization. SELL is the ultimate four-letter word.*

2. Lack of research on the organization. "We interviewed three people for an account executive position," says the owner of an ad agency. "One was clearly not qualified and eliminated after the first interview. The top candidate had done his homework and knew something about several of our big accounts. I wasn't sure that the runner-up did. He kept talking about what he had done for his clients, never mentioning that he knew anything about ours." Comment: *Client information is sometimes hard to obtain for small organizations but it's vital. Don't be reticent. Phone the interviewer's secretary and ask for client names (explain why you want them) if that's the only way you can get them.*

3. "Confliction." That's a word we have invented for job hunters who really can't decide if they want to continue in the same career or make a change.

DEPUTY SHERIFF

Contra Costa County
Sheriff's Department
651 Pines Street
Martinez, CA 94553
415/646-2400

C: Ron Cunningham or Chester Amin

\$2521-3054/mo (duties up to \$2803/mo) plus up to 5% educational incentive and 70% medical benefits, uniform allowance, and 20-yr county retirement plan. Call for more information and/or application. Growing department. Numerous promotional opportunities. Wide range of work assignments including patrol, investigation, civil, bailiff, marine, patrol, motorcycle, canine patrol, and various other specialty assignments. No exp necessary. Req HS diploma or GED, driver's license, and no felony convictions. Must be at least 20.5 yrs old. Full training provided. EOE

Failing to plan is planning to fail

FIRE PROTECTION PLANNER

Orange County
Hall of Administration
10 Civic Center Plaza
Santa Ana, CA 92701
714/834-2844

C: Personnel

\$2661-3475/mo plus bts including vacation holidays, sick leave, and medical ins. File city application by 10/26; RTJJ. Evaluate & recommend changes to the County general plan as it relates to emergency delivery evts; analyze & recommend fire protection legislation & code changes; represent Dir of Fire Services on committees; present testimony before Planning Commission, City Council or Board of Supervisors; and act in Fire Marshal's absence. Requires equiv to 45 college semester credits in protection engineering or a directly related field and 2 yrs progressively responsible exp. AA M/F/H

**CITY OF EMERYVILLE**

FIREFIGHTERS (entry-level)
City of Emeryville
2200 Powell Street, 12th Floor
Emeryville, CA 94608
415/654-6161

C: Cynthia Gilbert / Personnel

\$2663-3311/mo. Contact Personnel for job flyer & application; file app by Fri, 9/23. Combat field & structural fires and work as an entry-level member of an emergency team. Full-time. Must be a high school graduate, at least 18 yrs old, and able to pass a written exam, physical agility test & oral panel. Valid CDL required. EOE

Confliction comes across to interviewers as tentativeness. The manager sees someone who's competent and interested but hangs back ever so slightly. A Fortune 500 training director interviewed five teachers for an opening in the training department. "I loved three of them but the one I finally chose made it clear that she wanted no other job. She would not take a recruiting position until something in training opened up even when I said I was sure there would be an opening within a year. The second candidate wanted the job but he emphasized his flexibility. He was looking at several kinds of jobs, including remaining in the public schools. I wasn't sure he was committed to training as a career." Comment: *You can't project commitment from a base of indecision. You'd be wise to make a firm decision on the direction you want to go before starting to interview. Otherwise, like the athlete who "plays himself into shape," you're going to waste a lot of time coming in second while you're rearranging your internal furniture.*

4. The hidden factor. Sometimes the difference between first and second can be characterized as "vibes," good or bad. We have been told repeatedly, "I felt good about that candidate," or "There was chemistry between us." Nothing to be done about that, right? Wrong. Videotape to the rescue! If you've been Number Two more than twice, don't decide it's your degree, experience, or the shape of your head until you've interviewed yourself on tape. You may not be projecting your real attitudes as well as you think. Comment: *Don't accept labels such as vibes and chemistry without a fight.*

Finally, consider reexamining your goals rather than your skills. Is this what you really want? Are you selling because it's vital to you to succeed or is it the words without the music? Even a humanoid interviewer with a subterranean consciousness can tell.

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For a complimentary copy of Kennedy's Career Strategist newsletter write: 1153 Wilmette Avenue, Wilmette, IL 60091.

LEGAL SECRETARY (part-time)
Law Office of Charles B. Tunnell
1299 Fourth Street, Suite 502
San Rafael, CA 94901
415/457-5707

C: Charles Tunnell / Attorney

\$8.12/hr DOE plus negotiable benefits after probation. Call for appt or information or send resume; RTJJ. Type documents, pleadings & correspondence using a typewriter, word processor & dictaphone; answer phones; greet & assist clients; process & document accounts receivable; and update library. Hrs 9-5, 2-3 days/wk. Single-attorney, civil law office requires 6mos-3yrs legal secretarial experience and 60-70 wpm typing. Must be detail-oriented and autonomous. Prefer non-smoker with word processing exp.

POLICE DISPATCHER II (federal entry)

City of Whittier
13230 Penn Street
Whittier, CA 90602-1772
213/945-8200

C: Personnel

\$1535-2106/mo + benefits including vacation, sick leave, holidays, medical insurance, and retirement plan. File city application; RTJJ. Receive & transmit routine/emergency calls for assistance; maintain contact with law enforcement units; enter, update & retrieve information from computer and teletype network; and perform a variety of record keeping and general clerical duties. Full-time, rotating shifts and some weekends & holidays. Req 1 yr exp performing duties comparable to those of a Police Dispatcher I or Police Services Asst II, polygraph examination, and US citizenship. EOE H

Gum chewing looks and sounds unprofessional and is inappropriate in most offices.

POLICE OFFICERS

Oakland Police Department
455 7th Street, 7th Floor
Oakland, CA 94607
415/273-3338

C: Recruiting Unit

\$2345/mo during 21-week training academy; \$2481-2991/mo after graduation + excellent bfts. 3-5 wks vacation, & \$500 uniform allowance. Call or apply in person (refer to this ad). Patrol designated areas protecting people & property, respond to emergency calls, & related duties in full-service police dept providing a variety of special svcs. FF, 5 days/wk. Req HS diploma or GED, min 21 yrs of age, weight proportionate to height, vision 20/100 correctable to 20/20 in one eye and 20/30 in the other with no color deficiencies, & valid Class 3 CDL. Must be US citizen with no felony convictions.



CITY OF GALT

SAFETY PLANNING FOR THE FUTURE

SCHOOL RESOURCE OFFICER (non-exempt)

City of Galt
360 Civic Drive / P.O. Box 97
Galt, CA 95632
209/745-2961

C: Administrative Assistant

\$1530-1958/mo + xint bft pkg. Call for info & city application; file app & resume by 5pm 9/19. Under direction of Police Chief, implement a Galt Police-School Partnership against Drugs Program; develop a comprehensive K-12 drug education program w/ police & school officials; identify high-risk students; coordinate intervention/treatment services; and direct an increased school drug trafficking surveillance effort. Requires min 60 college units (BA pref), min 3 yrs combined exp & training in counseling, criminal justice & basic youth behavior. Must be 21 yrs of age. Spanish-speaking preferred.



A Security and Investigation Service

SECURITY GUARDS

CPP Pinkerton
2000 Embarcadero, Suite 100
Oakland, CA 94606
415/332-7711

C: Personnel Department

\$6.25/hr (specific locations) + xint bfts after

90 days incl health/dental & life ins. Apply to above or 832 Escobar, Martinez, CA 94553, 415/372-6653. Work with the nation's #1 security firm. Duties incl property/personnel protection, access control, and physical asset protection. Now hiring for positions in OAKLAND, HAYWARD, PLEASANTON, SAN RAMON, ANTIOCH, PITTSBURG, FREMONT, and the GREATER EAST BAY. FT/PT shifts avail 24 hrs/day, 7 days/wk. Must have reliable car and residence phone. Exp preferred, but not necessary. CA exposed weapons permit highly desirable. Lic #PB002669-PA5. EOE M/F

POLICE OFFICER (federal entry)

City of Whittier
13230 Penn Street
Whittier, CA 90602-1772
213/945-8200

C: Personnel

\$2332-3065/mo + benefits including 10 vacation & 12 sick leave days/yr, 11.5 holidays, medical ins, retirement & credit union plans, and 9% PERS. File city application; RTJJ. Under supervision, perform law enforcement & crime prevention work, control traffic flow, and enforce state & local traffic regulations. City is 13 miles east of LA (population 70,000). Must be 21 yrs old and have HS diploma or equiv, 2 yrs FT exp with a CA law enforcement agency, good eyesight, normal weight/height proportions. Basic POST certificate, valid CDL, and clean DMV. EOE H

POLICE IDENTIFICATION TECHNICIAN

City of Fremont
39700 Civic Center Drive
Fremont, CA 94538
415/790-6883

C: Personnel Department

\$1789-2417/mo plus benefit package. File city application by 9/23. Take/receive fingerprints and classify them according to prescribed code; take, develop & print photographs of persons, evidence, fingerprints or crime/accident scenes; and analyze evidence. Full-time shift position with the police department. Requires HS diploma (or legal equivalent) and 1 yr fingerprint identification & photography experience AA/EQE

CORRECTIONAL OFFICER

Entry-Level
\$17,764-21,592/yr

Solano County is accepting applications for Correctional Officer. Entry Level for the new justice center scheduled for completion in March 1988.

Requirements include: 21 yrs of age, U.S. citizenship, HS diploma or GED & no felony convictions.

Final Filing Date: Sept 19, 1988

Contact:

Solano County Personnel Dept
580 Texas Street
Fairfield, CA 94533
(707) 429-6321



EOE

- Law - Law enforcement
- Accounting - Accounting
- Bookkeeping - Bookkeeping
- Computer - Computer
- English - English
- Language - Languages
- Mathematics - Mathematics
- Mandarin Chinese - Mandarin Chinese
- Science - Science
- Modified English - Modified English

Entry-level salary is \$17,764 with additional compensation up to \$21,592 for overtime, 13% completion bonus, with training benefits.

For information, including application form, contact the nearest FBI office and refer to this ad.

SECURITY OFFICER
American Protective Services, Inc.
2601 Pinole Valley Road
Pinole, CA 94564
415/758-1503
C: Personnel

Earn up to \$6.25/hr after training depending on assignment, + bfts after 90 days (for FT). Call 9-5 Mon-Fri for info. Work for top mgmt at the finest office complexes, manufacturing plants, and refineries. Responsible for sophisticated control rooms, gate duties, and inside/outside walking patrols. No weapons. Will train for positions in CONTRA COSTA, NAPA, MARIN & SOLANO COUNTIES with Bay Area's leading & highest-paying security specialists. Req ability to work all shifts & weekends. Must be 21+, have own phone, reliable transportation, CDL, and references. Vets must have DD214. V/EOE

Job interviewers are looking for those with self-confidence. You can create a good impression by speaking highly of your capabilities and your desire to learn new skills.

SECURITY OFFICERS
Hardister Industrial Security
1624 Sonoma Boulevard
Vallejo, CA 94590
707/557-2901

C: Area Manager
\$4.25-7/hr DOE/DOQ, + medical ins after 6mos-1yr and paid vacation/holidays. Call for more info or apply in person. Drive patrol vehicles and provide standing guard & on-site foot patrol for private, commercial & industrial property. Positions available in VALLEJO, MILPITAS (call 408/945-0670), BERKELEY (415/540-1231) and SACRAMENTO (916/635-1999). FT & PT, all shifts & days avail. Fast-growing, 5-yr-old Northern CA firm offers great growth potential. Must be 18 or older and have an in-residence phone, no felony convictions, valid ID (CDL a +), and a reliable car. No exp necessary. Will train. Counseling, criminal justice & basic youth behavior. Must be 21 yrs of age. Spanish-speaking preferred.

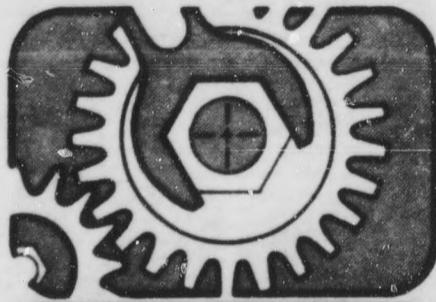
SECURITY OFFICERS (8)
Pedus Security Services Inc.
3500 West First Street
Los Angeles, CA 90004
213/251-0235

C: Personnel Department
\$5+/hr DOE/DOQ, plus 1 wk vacation after 1 yr, holidays, and medical ins after 90 days. Apply in person between 9-3 Mon-Fri (bring CA identification & SS card) or call for more info; RTJJ. Provide protection for people & property. Full-time, all shifts available. Security company, in operation 10 yrs, has 4 offices in CA and over 1,000 employees. Must have good hearing & eyesight. No experience necessary. State guard registration a plus. Req US citizenship or right to work. Uniforms provided. EOE

SENIOR ASSOCIATE
Human Rights-Fair Housing Commission
Sacramento, CA 95816
916/444-8903
C: Office

\$1950/mo. Call for application. File by 9/9. Investigate & research housing discrimination cases, develop programs, and supervise the commission's housing division. FT. Commission investigates reports of housing or employer discrimination. Requires 3 yrs professional-level experience in human rights, community/governmental agency exp, and BA; OR 5 yrs experience and AA degree. Bilingual skills desired. EOE

INVESTIGATE
A CAREER AS A
SPECIAL AGENT



Mechanical/ Service & Repair

APPLIANCE TECHNICIAN

ADJ Appliance
1622 East Mission Road
Fallbrook, CA 92026
619/723-9090

C: Patty / Owner

\$7-10/hr plus benefits after 90 days; vacation, sick pay, life ins, and retirement after 1 yr. Call for appointment. Perform in-home repairs on washers, dryers, stoves & refrigerators. Hrs 8-5 Mon-Fri. Household & commercial appliance service is located in North San Diego County. Requires min 3 yrs appliance repair experience, DMV printout, and own basic tools. Only experienced technicians need apply.

AUTO GLASS INSTALLER

Classic Glass Company
917 Water Street
Santa Cruz, CA 95062
408/426-3675

C: David Rasmussen / Owner

\$7-10/hr plus DOE/DOQ, plus 1 wk vacation after 1 yr, sick pay, life ins, and profit sharing after 60 days. Send references or apply in person; RTJJ. Perform light repairs of vehicles including engines, electrical, and some used car reconditioning. Hrs 8-5 Mon-Fri. Large dealership has been in business 10 yrs. Requires auto repair experience, CDL, and own tools. Must be loyal & hardworking. ASE & GM training certificates preferred. Smog certificate a plus. Must have right to work. EOE M/F/V

AUTO TECHNICIAN (2)

Greenwood Pontiac / GMC
7255 East Firestone Boulevard
Downey, CA 90241
213/528-3333

C: Larry Vaughn / Service Manager

\$11-18/hr DOE/DOQ, plus 1 wk vacation after 1 yr (2 wks after 2 yrs), holidays, medical, dental & life ins, and profit sharing after 60 days. Send references or apply in person; RTJJ. Perform light repairs of vehicles including engines, electrical, and some used car reconditioning. Hrs 8-5 Mon-Fri. Large dealership has been in business 10 yrs. Requires auto repair experience, CDL, and own tools. Must be loyal & hardworking. ASE & GM training certificates preferred. Smog certificate a plus. Must have right to work. EOE M/F/V

AUTOMATIC TRANSMISSION INSTALLER (3)

Transmission Factory
200 South Dunworth Street
Visalia, CA 93291
209/733-9818

C: Terry or Ron

\$6+/hr negotiable DOE, plus vacation, holidays, and medical insurance after 3 mos. Call for appointment or apply in person; RTJJ. Remove & install transmissions for the busiest shop in the valley. Hrs 8-5 Mon-Fri, plus some overtime. Requires at least 1 yr transmission experience and own tools. ASE (automotive service excellence) certificate a plus. EOE

PART-TIME WORKERS:

Whether or not part-time employees will receive benefits is up to the employer. If, however, an employee decides to provide benefits for one part-time employee, then legally he is required to provide the same benefits for all.

AUTOMOTIVE MACHINIST

Superior Motor Parts
5171 Auburn Boulevard
Sacramento, CA 95861
916/332-6851

C: Frieda

\$8.25/hr and up DOE/DOQ; benefits determined later. Apply in person or call for appt. Perform all phases of engine rebuilding including tear-down, part machining, bearing pressing, rod reconditioning, and reassembly. Responsible for entire job, start to finish. Flexible hrs 8-5 Mon-Fri. Well-established shop rebuilds engines, does valve jobs, and has a clean, modern, complete machine shop. Requires professional experience in all phases of engine work.

AUTOMOTIVE MECHANIC (2)

Sunbelt Tours
P.O. Box 756
Cotati, CA 94926
707/584-5821

C: James Cewis / Operations Manager
\$1200-1500/mo. Send resume; RTJJ. Service, maintain, and repair a fleet of camping tour buses; perform overall maintenance of Ford and Dodge maxivans. Hrs 9-6 Tue-Sat plus overtime. Company specializing in camping tours has been in operation for 15 years and employs 120. Requires 1 yr experience in maintenance of Ford and Dodge maxivans. Must be authorized to work in US. AA/EEO Employer

Automotive Technicians

Greenhaven
Auto Care is growing fast, with the best equipped bays in Sacramento. We now have opportunities for professional technicians who have valid ASE and smog certificates.

We offer:

- Salary - \$12 to \$14/hr.
- Medical benefits
- Profit sharing program
- Paid vacations
- Uniforms

For further information contact Les or Butch
Greenhaven Auto Care
6431 Riverside Blvd
Sacramento, CA 95831
(916) 422-6053



CAR AUDIO TECHNICIANS (2)

AI & Ed's Auto Sound
1171 North Tustin Avenue
Orange, CA 92667
714/771-1188

C: Phillip Goldstein / Custodian
\$275/wk draw DOE/DOQ, plus 33% commission on labor; 1 wk vacation after 1 yr; holidays and sick leave after 90 days. Call for appointment or send resume; RTJJ. Install security, audio, stereo, cellular phone & amplifier systems, and perform electronic troubleshooting (req. some lifting up to 30lbs). Hrs 9-6 Mon-Fri & 10-2 Sat. Established in 1954, company now has 23 shops. Requires HS diploma, background in car audio systems installation & troubleshooting, and CDL. Must be motivated, hardworking, and enthusiastic. EOE M/F/V

INCISEL MECHANIC

Ernest Simon Inc.
652 West Saint Charles Street
San Andreas, CA 95249
209/754-4229 (AMs) or 785-2409 (PMs)

C: Judy or Ernie
\$8.50-12.50/hr DOE. Call for appt; RTJJ. Work on cement slabs in the yard, repairing transfer trucks; perform minor repairs and assist in most major ones. FT flexible hrs, 5 days/wk. Statewide trucking/heavy equipment operation has been hauling sand & gravel since 1981. Must be a flexible, dependable, hard worker with knowledge of Detroit & Cummins engines (for minor repairs). Req Class I CDL and DMV printout. Prefer knowledge of transfer truck electrical systems and 2 yrs diesel mechanic experience. EOE

Instead of brooding over your troubles, try making something good happen for someone else. You'll feel uplifted... and so will they.

GENERAL AUTO MECHANIC / SMOG PERSON

Beverly Hills Motor Works
8800 Burton Way
Beverly Hills, CA 90211
213/271-0791

C: Bob Zemani / Manager
\$1,075 DOE/DOQ, plus 1 wk vacation after 1 yr, holidays, and sick leave. Call for appt; RTJJ. Perform brake maintenance, tune-ups, engine overhauls, electrical jobs, smog maintenance, operate diagnostic scope, and act as a trouble-shooter for other repair jobs. 2 positions. Hrs 8-5 Mon-Fri & 9-1 Sat (5 hrs/wk overtime). Auto repair shop has served Beverly Hills for 4 yrs. Requires at least 5 yrs experience, smog certificate, CDL, DMV printout, insurance, and own tools. Must be hardworking individual with right to work. EOE

INSTRUMENT TECHNICIAN (2)

Environmental Geotechnical Services
6707 Cherry Avenue
Long Beach, CA 90805
213/428-0288

C: Harold Durbin / VP of Engineering
\$32,000-\$6,000/yr salary & commission DOE, plus excellent benefits. Call for appt or send resume; RTJJ. Install & service instrument systems and process control instrumentation; sell site contracts. Hrs 6:45-5 Mon-Fri. Company has state contractor's HAZ license for remediation/removal of hazardous waste, and liability/errors & omission insurance (features hazardous waste clean-up coverage for all employees). Req min 3 yrs exp with a major instrument manufacturing firm; CDL, DMV printout, and car. If you're a stickler for details and documentation, we want you!

**Pacific Refining Company**
a subsidiary of The Coastal Corporation**INSTRUMENT TECHNICIANS (2)**

Pacific Refining Company
Old Highway 40
Hercules, CA 94547
C: Bill Durand / Employee Relations Mgr
\$2600-2795/mo DOE, + ext bts incl sick leave, holidays, medical & life ins, and pension upon hire; vacation, dental ins & thrift plan after 1 yr. Send resume or apply in person (no calls); RTJJ. Troubleshoot, repair & maintain pneumatic and/or electronic equipment such as process analyzers & temperature/flow controllers. Hrs 7:30-4 Mon-Fri + possible OT. Oil firm (50,000 barrels/day) is a Coastal Corp affiliate. Req HS grad & 3-5 yrs oil refinery/chemical plant exp. Must be punctual, detail-oriented self-starter & independent worker. Trade school and/or hands-on training a+. Must have right to work. EOE M/F

LEAD SERVICE & INSTALLATION TECH

Ceridono Engineered Heating & Air Conditioning
Berkeley, CA 94710
415/528-1622

C: Personnel

Salary negotiable plus benefits. Call for appointment. Service commercial & residential heating & air conditioning units. Excellent opportunity for a qualified technician. FT, 8-4:30 Mon-Fri. Growing East Bay contractor requires at least 3 yrs heating/AC experience and good mechanical ability.

By Bob Mezoff

The idea of "managing" one's boss was virtually unheard of 20 years ago, and has only become generally understood in the last five to seven years. Changes in the global marketplace have demanded new ways to build employee-boss team relationships and to improve communication so that more information moves up the organization at a faster pace.

The following "secrets" will help you feel better about your boss and yourself. They can also contribute significantly to organizational effectiveness and bottom line results.

1 Mental preparation for upward influence.

What you believe is possible or impossible is a major factor in determining how much influence you have. People who believe it is possible to manage their bosses do so. They observe their bosses carefully and develop deliberate strategies to handle them more effectively. They acquire skills for influencing based on tried and true behavioral science principles and people skills.

If you don't believe you can manage your boss, no amount of fantasy or rehearsal or coaching will really make any difference. Your self-imposed limitations will prevent you from developing personal power potential.

2 The leverage for change is you.

Managing your boss doesn't mean bossing your manager. It means understanding your boss and managing yourself. Stop trying to get your boss to change. If you are unhappy with your boss, try to make the relationship better by changing yourself. You do have the personal power to control your own behavior. Trying

If you don't know what's really "hot" for your boss, it's hard to help him or her succeed.

to get another person to change for you is almost always a losing proposition.

Recognize which factors are in your control and which are not. Many people underestimate how much they can change about their behavior or the way they are relating to their boss.

3 Self-knowledge is a key to power.

Personal awareness is just as important as technical competence for your professional success. People who are aware of their thoughts and feelings and who have a good idea of how they are seen by the people they work with have the greatest potential to handle their bosses more effectively.

Self-knowledge gives you the ability to determine the match of styles you have with your boss. People with higher degrees of self-knowledge have a greater ability to change their own behavior, and they take responsibility for the effect that they have upon other people.

Let's say you realize you are a verbal person, but your boss prefers to receive information in writing. If you have low self-knowledge, you'll probably never understand why your boss seems uncomfortable during your oral briefings. If your self-knowledge is high, you'll recognize that your natural style is a poor match for the way your boss prefers to process information. Then you can take responsibility for adapting your behavior to ensure that your communication is understood by your boss.

**7 Ways to Manage Your Boss****4 Don't make assumptions about your boss's goals.**

Make sure you understand them. It's hard to be a valued member of a team if you don't know what the team captain is trying to accomplish. Learn specific skills and strategies for making sure you are fully aware of your boss's goals. Skills include asking clarifying questions, probing for information and pointing out inconsistencies when tasks don't appear to be in line with the department's stated purposes and goals.

At an appropriate time, ask your boss to share more of the overall picture so that you can work on projects that will make the greatest contribution to the goals that are most important to your boss. If your boss has a performance plan or objectives, ask if he or she would be willing to sit down sometime and share those parts of the plan that would allow you to "leverage" your effectiveness. If you don't know what's really "hot" for your boss, it's hard to help him or her succeed.

5 Make sure your priorities are in line with your boss's.

Make sure you know the priority among multiple goals and keep your boss posted on how you've prioritized your work. Avoid surprises. Failure to understand shifting priorities has caused communication breakdown and even job loss. Recognize that everything can change - quickly. You can't always be in touch with your boss, but you should periodically update him/her with a list of current projects, responsibilities and the priority you've assigned them. Give your boss the opportunity to reshuffle this list if necessary.

6 It takes only one enlightened person.

Most of us believe that it takes two consenting parties to alter a relationship. This is not entirely true. Relationships can often be dramatically improved through the efforts of just one person. But to accomplish this, you must be willing to take responsibility for making your relationship work. Many employees practice strategies of upward influence and never share their thoughts with their boss. The boss, of course, benefits by having a more supportive and valuable employee, but the relationship is never open enough to allow a discussion of how the employee and boss are working together. Openness is desirable, but not a prerequisite to an effective working relationship.

7 Try building process norms.

Relationships that can discuss how the two parties are working together will be much more productive than relationships that don't have these process skills.

A boss should be able to say, "Let's talk a few minutes about how we're doing together as a team." Research from the behavioral sciences has demonstrated consistently that process skills are directly related to the successful attainment of business objectives. This is especially true in fast-paced organizations faced with turbulent business environments.

How openly can you behave with your boss? While openness is good, there are no specific guidelines. In fact, some open relationships are unproductive and some guarded relationships work quite well. However, employees usually pick a level of openness that they are comfortable with, rather than a level that makes the relationship work most smoothly. It is important to move beyond the initial "comfort zone" of your familiar responses to explore how you might be more (or less) open in order to build a more productive relationship.

Next Issue: 7 more tips for building a positive relationship with your boss.

MECHANIC
Four Seasons Landscape & Maintenance
777 West San Carlos Street
San Jose, CA 95126
408/283-8300

C: Marlene Lee / Customer Service Mgr
\$5.10/hr plus vacation, holidays, sick leave, and medical, dental & life insurance after 60 days. Apply in person; RTJJ. Handle preventive maintenance and repairs on trucks, trailers & power equipment. Hrs 9-6 Mon-Fri. Rapidly growing, 12-year-old landscape & maintenance company has 3 Northern CA locations. Requires experience working with trucks & power equipment, CDL, and insurance. Own tools a plus.

MILLWRIGHT
Harwood Products
1 Main Street
Brentwood (Mendocino County), CA 95417
707/984-6181

C: Frank Sanderson / Risk Manager
Salary DOE, plus production-based incentive plan and xmt bfrt incl medical/dental & life ins., vacation, holidays, employee assistance program, and Section 125 after 4 mos. Call for more info, send resume, or apply in person; RTJJ. Duties include servicing & repairing sawmill equipment and performing preventative electrical & hydraulic equipment maintenance. 40 flexible hrs/wk plus overtime. Small, reputable family business serves Mendocino County. Req metal fabrication (welding & layout), electrical (DC) & hydraulic experience. Sawmill exp a plus. Must be a fast learner with right to work. EOE

SENIOR EQUIPMENT MECHANIC

City of Fairfield
1000 Webster Street
Fairfield, CA 94533
707/428-7308

C: Personnel Office

\$2423-2945/mo plus benefit package. Call for more info or apply in person by 10/3. Repair & maintain City's diesel, automatic, & construction equipment. 40 hrs/wk Mon-Fri. Requires CA Smog, Brake & Lamp licenses; equivalent to 12th grade education (including or supplemented by a course in mechanical maintenance); minimum 3 yrs mechanical exp including heavy diesel mechanics; diesel, automatic & construction equipment exp; some supervisory skills; and own hand tools. Class I CDL preferred. AA/EOE

SHOP FOREMAN

OK Tires Inc.
4715 Auburn Boulevard
Sacramento, CA 95841
916/331-2751

C: Tom

\$17.50+/hr DOQ, + commission. Bfts avail. Apply in person, send resume, or call for more info. Immediate opening. Supervise 5-7 employees, provide customer svc, make estimates, complete paperwork, handle problems, and work on cars when necessary. Hrs 7:30-5:30 Mon-Fri. Privately owned, 37-yr-old, 6-bay shop installs new tires and performs all repairs incl engine rebuilding. We provide the highest-quality svc avail. Req smog & class A brake lic, some auto shop foremen exp, CDL, DMV printout, and own tools. Must have integrity, know all facets of auto repair incl electronic ignition, and want a career move. EOE



Medicine/
Health Care



ACTIVITIES DIRECTOR (part-time)
Clinton Village Convalescent
1833 10th Avenue
Oakland, CA 94606
415/536-6512

C: Activities Director

Salary negotiable; excellent benefits available. Send resume or apply in person. Seeking an enthusiastic & creative individual to act as assistant to the activities director and coordinate various recreational activities for patients. A fun position for someone who enjoys flexibility & creativity. PT; Fri, Sun & Mon. A part of Pro森 Health Services Inc. (an independent health care corporation). Clinton Village Convalescent Hospital is a 90-bed SNF offering a pleasant environment and wonderful advancement opportunities. Experience preferred, but not mandatory.



CNA / MA

ARA Living Centers
550 Patterson Avenue
Pleasant Hill, CA 94523
415/839-5400
C: Sandy Heinrich / Personnel
\$5.45/hr (certified); \$5.25/hr (non-certified) + xmt benefits. Call for appt or apply in person. Provide direct care and rehabilitation to all patients. Great position for students/housewives who need extra money; xmt advancement potential in our large, long-term care chain. All shifts avail; flexible hrs & days around your schedule. We have 3 facilities in Pleasant Hill to choose from. If you enjoy helping the elderly and giving your best, we're looking for you! On-the-job training provided; certification classes available for continuing education. Must be energetic, motivated, and willing to learn.

CNA / MA

Heritage Convalescent Hospital
5255 Hemlock Street
Sacramento, CA 95841
916/331-4500

C: D.O.N.

Salary negotiable DOE, plus good benefits package. Call for appt or apply in person. Provide general patient care and ensure that quality service is given to all patients. Full & part-time and on-call shifts available. 90-bed skilled nursing facility, part of Sierra Medical Enterprises, is located by American River College. Great potential for advancement in our large corporation. No experience necessary. Certification provided in-house. Will train!



CNA / MA

Mark Twain Convalescent Hospital
900 Mountain Ranch Road
San Andreas, CA 95249
209/754-3823

C: Administrator

\$5/hr DOE, plus excellent benefits package. Call for appointment, send resume, or apply in person. Are you bored? Do you need extra money? Do you need to develop outside interests? If you answered yes, and enjoy working with the elderly, this job is for you! Provide top quality general patient care as a nurse's aide. FT, PT & on-call; all shifts available to suit your schedule. 90-bed SNF is located in the beautiful Mother Lode country, above the smog and below the snow. No exp necessary, will train. Homemakers & others with lots of energy encouraged to apply.



CNA

Homestead of Fair Oaks
11300 Fair Oaks Boulevard
Fair Oaks, CA 95628
916/965-4693

C: D.O.N. / Linda St. Clair

\$5.02/hr plus benefits package; \$5.91/hr per diem. Excellent benefits available. Call for appt or apply in person. Administer general patient care. We're seeking special nurses who have a love for the elderly and can share in the satisfaction from their accomplishments. FT, PT & on-call; 10-2 & 4-8 shifts available. Work in any of several units including our Alzheimer's Unit (new program) or our distinctive rehab program. Req nursing nursing certification. New grads: come visit our facility and see what we can offer you! Great work for a '2nd job' or for students.

D.O.N. - R.N.

- ♦ 99-bed SNF located in the beautiful Motherlode country, above the smog and below the snow!
- ♦ New graduates/experienced apply now!
- ♦ Excellent benefits.

Contact: Administrator

Mark Twain
Convalescent Hospital
900 Mountain Ranch Rd.
San Andreas, CA 95249
(209) 754-3823



CNA

Orangevale Convalescent Hospital
9260 Loma Lane
Orangevale, CA 95862
916/988-1935

C: D.O.N.

\$4.98/hr (non-certified), \$5.18/hr to start (CNA); plus 1 wk vacation and sick leave. Apply in person or call for appointment. Be in charge of general patient care and perform various related duties. Full-time day shift (6-2 or 7-3) or part-time night shift (10-45-7). Privately owned, 25-bed SNF has a pleasant home-like environment and great working conditions. Requires nursing assistant experience, motivation, and the ability to work well with others. Certification preferred.

CNA

Diamond Heights Nursing Center
1790 Muir Road
Martinez, CA 94553
415/228-8383

C: Director of Nursing / Administrator

Salary negotiable and benefits available. Call for appointment or apply in person. Be in charge of providing quality care for patients. If you enjoy flexible duties in a team atmosphere, apply now. Great potential for career advancement! All shifts available with flexible hrs to suit your schedule. We are a 90-bed SNF under new ownership that is seeking enthusiastic & dependable professionals who can live up to our reputation for quality patient care. Must have nurses' aide certification. Will train.

DENTAL HYGIENIST

Kenneth W. Palmer, DDS
527 East Center Street
Manteca, CA 95338
209/823-7655

C: Dr. Palmer or Linda

Salary DOE/DOQ, plus vacation, sick leave, health insurance, and uniform allowance. Call for appt or send resume. We are seeking a dedicated, caring professional to join us. Perform RDH duties including prophylaxis, root planning, patient education, and occasionally take X-rays. Full-time (4 days/wk) 8-5 Mon-Thu. Established over 20 yrs ago, our family practice emphasizes personalized patient care. Requires Calif RDH & X-ray licenses. EOE

DENTAL HYGIENIST

Jeffery Bellinger, DDS
1640 Tiburon Boulevard / P.O. Box 36
Tiburon, CA 94920
415/435-3371

C: Personnel Office

Salary negotiable, DOE, plus medical & dental insurance. Call for appointment. X-ray teeth, enter data on patient charts, file charts, consult & educate patients on hygiene procedures, and perform prophylaxis. Full or part-time available; 8:30-6 Mon-Thu plus one Sat/month. We've been providing quality dentistry for 15 years. Must be registered dental hygienist who enjoys working with people. Conscientious, organized, motivated RDHs, apply now! US citizenship required.

D.O.N.

Maryville Care Center is an 86-bed facility that offers great rewards and a supportive nursing team!

Seeking an innovative, energetic, and creative professional who can help us continue our reputation for quality care for all patients!

This is a challenging position & requires a special type of person!

- Excellent Benefits
- Great Salary
- Wonderful Rewards

Send resume or contact: Shirley Delmore
1617 Ramirez Street
Marysville, CA 95901
(916) 742-7311

D.O.N. / Administrator

Beverly Manor, the largest long-term care chain in America is currently seeking additional professionals to uphold our reputation for administering quality care and service. Current openings in Stockton and San Andreas. We offer a great salary range and comprehensive benefits package.

If you'd like to be part of the largest & fastest-growing health care team, send salary requirements & history to:

Frank Garrison

BEVERLY
ENTERPRISES

1815 Mangrove
Chico, CA 95926
(916) 883-0575

DIRECTOR OF NURSING

Gold Country Health Center
4301 Golden Center Drive
Placerville, CA 95667
916/621-1100

C: Administrator

Salary commensurate with experience, plus excellent benefits package. Call for appt or send resume. We are currently seeking a good leader and motivator to be the director of our nursing staff. Full-time management opening. Private non-profit SNF is located in a beautiful & desirable location, below the snowline and surrounded by the overwhelming El Dorado Mtns. We offer flexibility and great working conditions. Prefer DON exp in a long-term care facility. Medicare background desired.

DIRECTOR OF NURSING SERVICES

Amador County
106 Court Street
Jackson, CA 95642
209/223-8456

C: Personnel

Salary DOE/DOQ, plus excellent benefits. Call for more information or apply in person. Supervisor & evaluate faculty participating in programs. 40 hrs/wk. 90-bed (44 acute, 46 SNF) facility is located in the attractive Sierra foothills community of Jackson. Requires BS in nursing, director of nursing services master's degree in nursing or administration, and 5 yrs nursing administration supervision experience. EOE

DIRECTOR OF STAFF DEVELOPMENT

Care West - Sierra Nursing Center
310 Oak Ridge Drive
Roseville, CA 95678
916/782-3188

C: Andy Wallace

Excellent salary plus good benefits package including paid vacation and sick leave, and health, dental & vision insurance. Apply in person or call for appointment. Plan & implement education and in-service programs, teach nurses' aides pre-certification classes, and give orientations to new employees. Full-time position, inquire for details. Our 67-bed skilled nursing facility is in the Sacramento Valley near excellent recreational areas, and features a clean, supportive work environment. Must have current LVN license. EOE

EMTs / PARAMEDICS

Yolo Ambulance
P.O. Box 1776
Woodland, CA 95695
916/662-1774

C: Personnel Manager

Competitive salary plus xmt benefits including vacation, holidays, sick leave, and medical, dental & vision ins. Call for appt or send resume. Respond to medical emergencies (911 and private transports). Urban & rural response is 10 calls per day. Great opportunity for experienced professionals to advance into management positions. Full-time, 10 shifts per month. Come join a growing emergency medical service with 2 locations in Woodland and Davis. Must be CA certified and have a clean DMV record. Will provide assistance for class certification if not certified. EOE

"Good enough" is only a friend to mediocrity.

HAND THERAPIST & UPPER EXTREMITY SPECIALIST

Hand Rehabilitation Associates
5175 Johnson Drive
Pleasanton, CA 94566
415/463-4263

C: David Gasinger / Office Manager

\$28,000-38,000/yr DOE, + medical/dental, life, disability, CE, profit sharing, OT pay, uniform allowance, vacation, holidays & in-service educ. Call for appt. OTR & RPT positions available for career/growth-oriented individual. Specialize in the upper extremity, but practice is not limited to this area; treat other muscular-skeletal problems including acute orthopedically injured or industrial patients, cumulative trauma disorders, post-plastic & reconstructive surgery, burn care & research. FT. Fast-growing private practice req Calif OT or PT lic. ASHT membership and 2 yrs hand therapy exp preferred.

NURSING

FAIR OAKS
HOSPITAL

Fair Oaks Hospital, an adult acute psychiatric hospital, has begun interviewing candidates for Director of Nursing. Successful applicants will be dedicated to quality care, knowledgeable, progressive, flexible and hardworking. Qualifications: CA RN license, BSN, 6 yrs exp, 3 yrs clinical psych, 3 yrs in administration.

Contact: Elaine Brown
Fair Oaks Hospital (916) 967-8277

Veterans Administration Medical Center

Physical & Occupational Therapists

The VA Medical Center in Martinez has positions available for Physical Therapists and Occupational Therapists in a university-affiliated 402-bed acute care facility. Benefits include:

- ◆ Liberal vacation and sick leave
- ◆ Health & life insurance
- ◆ Tax-deferred retirement benefits
- ◆ 10 paid holidays
- ◆ Opportunities for continuing education

Competitive salaries commensurate with experience and education. US citizenship required. Interested individuals contact:

Personnel Department
(415) 228-6900, ext 219 or 221

VA Medical Center
Martinez, CA 94553

Equal Opportunity Employer

EOE

LABORATORY TECHNOLOGIST / SUPV

Eaton Medical Group
445 West Eaton Avenue
Tracy, CA 95376
C: Administrator

Competitive monthly salary plus benefits including pension and profit sharing; health insurance available. Send resume, references & salary history/reps. Responsible for dept management. Enter reports into dept computer and oversee phlebotomist, technologist & analyst (supervise a total of 4-5 in dept). Hrs 8-6 Mon-Fri (no weekends). Rapidly growing medical group currently has 20 physicians. Must be organized, responsible leader with a professional attitude. Certified medical technologist with medical supervisor exp preferred. US citizenship required. EOE

LVN

Eaton Glenwood Manor
501 Jessie Avenue
Sacramento, CA 95838
916/922-5956
C: Administrator or D.O.N.

Salary commensurate with experience, plus excellent benefits. Call for appointment or apply in person. Pace medications and administer light treatments. Great advancement potential with the large Eaton Corporation. Full or part-time P.M. & occasional nights. Located in the heart of Sacramento, 128-bed intermediate facility has a reputation for quality care. Requires Calif LVN license. New graduates welcome.

LVN / PHLEBOTOMIST

Stockton Plasma Center
246 East Church Street
Stockton, CA 95203
209/465-0284
C: Anita Coleman

\$8/hr plus benefits (for full-time positions) including vacation, holidays, medical & dental ins., and credit union & savings plans. Call or come in & fill out an application; immediate employment possible! Duties include performing phlebotomies on donors. Full-time (7-4 Mon-Fri) or part-time positions available. Come join our well-established, automated plasma center. (Parent company is Miles Inc. - Cutter Biological Inc.) Requires Calif LVN license and CPR certificate. EOE

LVN
Care West - Sierra Nursing Center
310 Oak Ridge Drive
Roseville, CA 95678
916/782-3188

C: Andy Wallace / Administrator

Excellent salary plus good benefits package (for full-time positions) including paid vacation, holidays & sick leave, and medical & dental insurance. Call for appointment or send resume. 87-bed skilled nursing facility is currently seeking enthusiastic, dependable individuals to join our supportive nursing team. Perform charge nurse duties including passing medications and treating patients. Full-time PM shift, part-time night shift, and on-call & relief positions available. Requires current Calif LVN license.

**LVNs**

Hy-Land Convalescent Hospital
787 East Fremont Avenue
Sunnyvale, CA 94087-2890
408/735-4280
C: D.O.H.

Guaranteed top rates plus benefits & bonuses. Call for appointment or apply in person. We're currently seeking motivated, energetic professionals to join our nursing team. We're in charge of passing meds, administering treatments, and ensuring top-notch care. FT/PT; days & evenings available. 99-bed SNF is part of Beverly Manor, America's largest chain of convalescent hospitals. We offer excellent advancement to all our employees who show initiative & drive to be great nurses. Must have LVN license. If you just received your license, feel free to come in and see us, too!

**LVNs**

Clinton Village Convalescent
1833 10th Avenue
Oakland, CA 94608
415/538-6512
C: D.O.N.

Above-average salary plus excellent benefits package. Call for appointment or apply in person. Seeking enthusiastic, well-organized professionals to be responsible charge nurses. Full-time, PM & night shifts available (you choose). Independent health care corporation is part of Protean Health Services Inc. Our 99-bed SNF offers a pleasant working environment and wonderful opportunities for advancement. Requires LVN license.

RNS, LVNs - Homestead of Fair Oaks

We offer: ◆ Great Salaries
◆ Excellent Benefits
◆ Friendly Atmosphere
We need: ◆ Experienced RNs-LVNs
◆ Those who have a love for the elderly
◆ Special People

Come visit us & see what we have to offer!
Contact Linda St. Clair with your shift preference.

**DAMERON HOSPITAL**

3-11 EMERGENCY ROOM RN
Part-time position available for an experienced Emergency Room RN on the 3-11 shift. Prefer MICN.

EMERGENCY ROOM LVN

Full & part-time LVN positions available on the 3-11 shift in a busy base hospital. Must have previous emergency room experience.

EMERGENCY ROOM RN
Full-time position available on the 11-7 shift for an experienced emergency room nurse in a busy base hospital. Prefer MICN. Management capabilities required.

ICU RN's

Newly constructed ICU now hiring RNs for 12 hour shift. (7pm - 7am). Varied exposure to medical, surgical & trauma intensive care patients. State-of-the-art monitoring equipment. Excellent benefits with clinical advancement opportunities in warm caring atmosphere. ICU experience required. Certificate preferred.

RN - PEDIATRICS

Part-time RN position available in the Pediatrics on the 11-7 shift. Management capabilities required.

LVN PEDIATRICS

Full-time & part-time LVN positions available on the 11-7 shift in the Pediatrics Dept.

EXCELLENT SALARY & BENEFITS

Please apply at:
Dameron Hospital
525 West Acacia Street
Stockton, CA 95203
(209) 944-5550 ext 3131

LVNs

Pittsburg Convalescent Hospital
535 School Street
Pittsburg, CA 94565
415/432-3631

C: D.O.N. or Administrator
Competitive salaries commensurate with experience, + great benefits! Call for appointment or apply in person. If you're an LVN, come visit us today! Seeking motivated & career-minded individuals who will be both an asset and delight to our patients & staff. Duties include administering medication and providing patient treatments. FT & PT positions, AM & PM shifts with flexible scheduling to suit your needs. Privately owned 49-bed SNF, located east of Concord, has great advancement opportunities for professionals who give quality care and have team spirit. Requires Calif LVN license.

MEDICAL ASSISTANT

Med-7 Urgent Care Center
P.O. Box 703
Carmichael, CA 95822
916/488-6337

C: Fran Hendren / Office Manager

Salary DOE to be discussed at interview, plus medical insurance and 1 wk vacation. Good resume. Large, well-established urgent care clinic seeks an individual to assist doctor in examinations, take vital signs, and conduct lab tests. Full (4 ten-hr days/wk) or part-time (2 or 3 ten-hr days/wk) Flexible positions. Prefer medical assistant certificate (but not required) and experience involving lab & patient contact. EOE

PHYSICIANS CLINICAL LABORATORY

MEDICAL TECHNOLOGIST
Physicians Clinical Laboratory
3301 C Street, Suite 100-E
Sacramento, CA 95816
916/225-2007

C: Pat Hunter / Personnel Department

Competitive salary DOE, + great benefits including life, accident, health/dental, vision & long-term disability ins. Call or send resume; RTJL. Patient routine, specialized & emergency laboratory testing of biological specimens; provide accurate & timely information to physicians for diagnosis. Full-time, various shifts available to be discussed at interview. This CA regional reference lab performs clinical tests for a variety of health care providers. Requires CA license and at least 1 yr medical technologist exp. Technician SMAC experience desired. EOE M/F/H

MEDICAL ULTRASOUNDGRAPHER

Diagnostic Radiological Imaging
70 Scripps Drive, Suite 100
Sacramento, CA 95825
916/821-1300

C: Marge Gorthy

Excellent salary DOE, plus full benefits including health, dental & life insurance, 3 wks vacation after 1 yr, 1 wk personal time, holidays, pension, and profit sharing. Send resume. Join our busy outpatient imaging center. Perform diagnostic ultrasound exams on patients. Full-time Mon-Fri; day hrs to be arranged. We have a great staff, lovely environment, and state-of-the-art equipment. Requires sonography, OB/GYN, abdominal, small parts & Doppler experience. ARDMS (American registered diagnostic medical sonographer) license preferred. EOE

Medical Director

FT Medical Director for dynamic large SF Bay Area HMO.

Supervise 30 providers & 6 staff model sights. Liaison with 25 medical groups in 8 counties.

QA, UR, operations, provider contracts, govt programs.

Board certification & 3 yrs Administration exp required.

Please send CV to:
Sam Ho, MD

 maxicare
health plans, inc.

828 San Pablo Avenue
Albany, CA 94706

EMERGENCY ROOM SUPERVISOR

Join our team of nursing professionals at Selma District Hospital, a family-centered, community-oriented facility providing comprehensive services to Fresno County residents. If you like challenges & are goal-oriented, an excellent opportunity as our nursing supervisor awaits you in Urgent Care. You will have an opportunity to use your clinical skills and supervisory abilities in a new 8-bed ER with expanding services. Staff RN positions also available in MED/SURG, Surgery & ER.

We offer a competitive salary & benefit package

To be considered, call:

Patti Kelly / Director of Human Resources
SELMA DISTRICT HOSPITAL
1141 Rose Ave, Selma CA
(209) 891-5000

Sutter Solano Medical Center, a 108-bed acute care facility, with recently opened state-of-the-art emergency intensive care facilities, has the following positions currently available:

**CHARGE NURSE
EMERGENCY ROOM**

Full-time PMs

RN - EMERGENCY ROOM

Full-time Nights

PHARMACIST

On-call

STAFF PHYSICAL THERAPIST

Full-time

PHYSICAL THERAPIST / ATC

Full-time

RNs and LVNs

On-call

If you are interested in working in a professional, high tech - high touch environment, please contact Shirley Lee, Personnel Assistant.

**Sutter Solano Medical Center**

300 Hospital Drive

Vallejo, CA 94589

(707) 554-5244

Jobline: (707) 554-5243

Equal Opportunity Employer

Male/Female/Handicapped

The Best Health Care Services Depend Upon The Best Staff

Sutter Health is one of the largest health care providers in Northern California. Sutter Sacramento, an affiliate of Sutter Health, includes 677 bed acute care facilities located in Sacramento. Additionally, we have facilities in the communities of Davis, Vallejo, Novato, Crescent City, and Los Banos.

Boundless opportunities for health care and other professionals exist at our facilities. We believe that our human resources are our opportunity . . . our guarantee for the future.



Please call
1-800-544-8778
or send your resume:
3000 L Street, Suite 104
Sacramento, CA 95816

Sutter Health

EOE/A/A/M/F/H



Mercy Healthcare Sacramento

MEDICAL TRANSCRIBER (part-time)

Mercy Healthcare Sacramento
Division of Catholic Healthcare West
7750 College Town Drive, #101
Sacramento, CA 95826
916/388-3115

C: Lowell Carrel / Employment Rep
\$8.00-\$8.50/hr., plus generous benefits package.
Call or write for more information. Mercy Hospital is a 385-bed acute care facility located in one of Sacramento's most beautiful & distinguished residential areas. Seeking a dependable professional to join our team. Transcribe a variety of medical records & reports. PT, 4-days/wk available immediately. Requires 1 yr recent medical transcribing experience, typing of 800 lines/shift, and substantial knowledge of medical terminology. EOE M/F/H

NURSE PRACTITIONER / PHYSICIAN'S ASSISTANT

Sacred Sophia Medical Clinic
2420 North California Street, Suite 1
Stockton, CA 95204
209/548-1020 or 473-3229

C: Tong Vang / Office Manager

Salary negotiable DOE, plus full benefits package for full-time positions. Call for appt. Counsel & work with patients in Sacramento office. Full or part-time positions available. Mon-Fri (hrs & days to be arranged). Join our busy, family-oriented medical practice. Must be a licensed nurse practitioner or physician's assistant. Will train new grads! EOE

NURSES

Mendocino Coast District Hospital
700 River Drive
Fort Bragg, CA 95437
707/961-1234 x288

C: Personnel Department

Competitive salaries and excellent benefits. Call for information. Nursing positions available in OB, labor & delivery, med/surg, and ICU. This 54-bed ACU provides quality care and offers a wonderful living environment on the spectacular Mendocino Coast. PT/FT (20-40 hrs/wk) and contingent (H/H) positions open for AM, PM & night shifts. Must have a Calif RN or LVN license.

OPERATING ROOM SUPERVISOR

Bloss Memorial District Hospital
1881 3rd Street
Auburn, CA 95001
209/356-8201

C: Personnel Department

\$32,000/yr DOE/DOQ, + xmt benefits including medical/dental & vision ins, sick leave, and vacation. Send resume or call for info. Great opportunity for management position in OR nursing for the right motivated staff nurse. Be in charge of staff & surgical case scheduling and sterile supply. FT; hrs vary depending on OR schedule (which ranges from 7-4:30 Mon-Fri). Come join our friendly staff. Our modern 23-bed acute care hospital is located in the San Joaquin Valley (about 1 hr from Yosemite National Park) near Castle AFB. Requires Calif RN license and varied OR experience. EOE

PLASMA CENTER TECHNICIANS (2, part-time)

Alpha Plasma Center
1615 19th Street
Sacramento, CA 95814
916/441-3700

C: Pat Hurley / Director

\$4.25/hr (5% increase after 90-day probationary period) + medical ins after 12 mos. Call for appt or send resume & references. 4-yr-old national plasma center group affiliate seeks an individual to question & screen donors (take temperature & blood pressure), draw blood, pay donors, operate computerized cash register & 3-line phone system, set appts, file, and keep a daily log of plasma weight. 20 flexible hrs/wk (mostly AM incl Sat). Must be organized, patient & have a professional attitude. Exp as a medical assistant and knowledge of medical terminology desired. Will train. US citizenship req. AA/EOE

Physical Therapist

Full-time. Requires current Calif PT license. Hospital & rehab exp is preferred.

Pharmacist

Full-time. Requires current CA pharmacist license & hospital exp.

Tumor Registrar

Must be a certified tumor registrar.

We offer an excellent compensation & benefit package.

Send resume to:

Mercy Hospital
2215 16th Street
Bakersfield, CA 93304
(805) 328-5500

(A Division of Catholic Healthcare West)



Mercy Healthcare Sacramento

RADIOLOGY TECHNOLOGISTS

Mercy Healthcare Sacramento
7750 College Town Drive, #101
Sacramento, CA 95826
916/388-3115

C: Lowell Carrel / Employment Rep

Competitive salary, \$10.40-12.72/hr DOE, plus exceptional benefit package. Call or write for more information: RTJJ. Mercy Healthcare Sacramento is made up of a progressive group of 3 acute care facilities located in some of Sacramento's most desirable residential areas. Seeking caring professionals to position, immobilize, and prepare patients for X-rays. Full & part-time positions available. Must be an experienced radiology technologist (CRT, ARRT license preferred).

RESPIRATORY THERAPIST

Thompson & Darvish Cardiopulmonary
P.O. Box 6696
Clearlake, CA 95422
707/263-5651

C: Carl Young / Cardiopulmonary Dept

Salary negotiable, plus vacation, holidays, sick leave, medical insurance, and pension plan. Call for appt. Join the friendly staff at Lakeside Community Hospital, a 80-bed facility located in a clean, beautiful resort & retirement community. Looking for a respiratory therapist to treat patients and provide quality care. Full-time: varied shifts (days & hrs to be arranged). Must be a certified respiratory therapist. EOE

RN

West Valley Dialysis
14651 South Bascom Avenue
Los Gatos, CA 95032
408/358-3721

C: Joy

Competitive salary plus full benefits package. Call for more information. Trainee positions available for RNs to treat patients in modern dialysis clinic. Excellent opportunity to start a specialty career. Full-time, flexible positions; four 10-hr or three 12-hr shifts. Located in a beautiful area, 5-facility clinic is the newest, most modern of its kind, featuring all high-tech equipment, and easy access to all major freeways including I-80, 280 & 101. Requires Calif RN or LVN license. On-the-job training provided for new grads.

RN - LVN

Newato Convalescent Hospital
1885 Hill Road
Newato, CA 95847
415/897-8161

C: D.O.N.

Competitive wages commensurate with experience, plus vacation, holidays, sick leave, major medical or HMO plan, dental & life ins, profit sharing, and retirement plan. Call for appt or apply in person. Charge & treatment nurses needed at our 187-bed SNF. Treat patients & supervise staff. Great advancement opportunity for motivated, energetic & career-minded professionals. Full & part-time positions, PMs & night shifts avail flexible scheduling. We are seeking people to add to our quality-care team. Come enjoy the relaxing North Bay area. Must have RN or LVN license. New graduates welcome!

RN / LVN

Apple Valley Convalescent Inc.
1035 South Gravenstein Highway
Sebastopol, CA 95472
707/823-7675

C: D.O.N.

Salary commensurate with experience, plus great benefits package. Call for appt, send resume, or apply in person. Currently hiring for charge & treatment nurse positions. If you are a caring individual with the motivation & enthusiasm needed to provide top-quality patient assistance, apply now! Full-time flexible day, PM, or night shifts to fit your schedule. Refurbished 25-bed SNF is under new management and has all new equipment for our employees' and patients' convenience. Requires current Calif RN or LVN license. New graduates welcome for day & PM shifts. Interim graduates also accepted.

ADMINISTRATOR

Relocate to the beautiful San Joaquin Valley in Central California. A town of 300,000 that has a great deal to offer:

• Low housing costs
• Short commute time
• Easy access to recreational

• Great environment for raising children
• Location, location, location!
• Only 1 hour from Yosemite
• Skiing, multiple
• National lakes, the Redwood
• Forest, hiking, camping, and hiking.
For more information, send
your resume to: Recruiters
Dept., 1000 N. Main Street,
Box 1000.

RN / LVN
Hy-Lond Convalescent Hospital
4435 College Oak Drive
Sacramento, CA 95841
916/481-7434

C: Administrator or D.O.N.

Salary to be discussed at interview. Xmt bts include vacation, holidays, medical & dental ins, jury-duty pay, and tuition assistance. Call for appt. Work as a shift supervisor. Hy-Lond prides itself on quality care and staff-patient relationships. If you enjoy a closeness with the elderly and its rewards, this position is waiting for you! FT night shift, 11pm-7am. 120-bed facility has a friendly, family-oriented atmosphere. We believe in giving the best and receiving the greatest satisfaction in return. Req Calif RN/LVN license. New graduates welcome.

RN / LVN

Beverly Enterprises
99 South Oakland Avenue
Pasadena, CA 91101
810/578-0154

C: Ann Pope / Regional Recruiter

Negotiable salary commensurate with experience, plus 2 wks vacation, 8 holidays, sick leave, medical, dental & life insurance, and jury-duty pay. Call for appt or send resume. Charge and treatment nurse positions available with our large, expanding company. We seek individuals who can administer quality patient care and work well with others in a team-oriented environment. Full-time; all shifts available. Openings in various areas ranging from Los Angeles to Arizona & Nevada. Requires Calif RN or LVN license. On-the-job training provided for new grads.

RN / LVN

Einhaven Convalescent
6940 Pacific Avenue
Stockton, CA 95207
209/477-4817

C: Administrator

Salary commensurate with experience, plus excellent benefits including vacation, holidays, sick leave, medical, dental & life insurance, profit sharing, credit union, and retirement plan. Call for appt or send resume. 120-bed skilled nursing facility is currently seeking enthusiastic & motivated individuals for charge nurse positions. Great advancement potential with our supportive team. Full-time day shift (LVNs); other shifts also avail for RNs/LVNs. Requires current Calif RN or LVN license. New graduates welcome!

RN / LVN

Cypress Acres Convalescent Hospital
1633 Cypress Lane
Paradise, CA 95969
916/877-9316

C: D.O.N.

Negotiable salary DOE + xmt benefits including vacation, medical, dental & life ins, and wellness program. Call for appt/apply in person (9-5 Mon-Fri). Charge position avail. Report to the DON, supervise NAs, and perform various other tasks. FT (PM shifts) & PT (vacation & relief) positions available. 107-bed SNF with a prestanding, 29-bed ICF is located in a lovely area, 15 minutes from Lake Oroville & other rec facilities. Tired of city life? Looking for a change? Come see what we have to offer! Req Calif RN/LVN license. Prefer long-term care exp, but will train. New/interim grade welcome.

SAN QUENTIN STATE PRISON

R.N. II

Employment opportunities available for RN II's. Immediate Openings for qualified individuals seeking permanent employment.

State application forms may be obtained from the local E.D.D. Call Joe (415) 454-1460 ext 2211 for minimum qualifications.

Send applications to:

San Quentin State Prison
San Quentin, CA 94964
Attn: Personnel
EOE



BEVERLY ENTERPRISES

RN / LVN
Hy-Pars Convalescent Hospital
4520 North El Dorado Street
Stockton, CA 95207
209/477-0271

C: D.O.N.

Salary commensurate with exp; great advancement incentives and excellent bts. Call for appt or apply in person. Charge nurse responsibilities include supervising nurses, giving treatments, and ensuring that all patients receive quality care. 119-bed skilled nursing facility is waiting for you to join our #1 team! FT or PT flexible positions to fit your schedule; all shifts available. We are a part of Beverly Enterprises, one of the largest long-term care chains. Req current Calif RN/LVN lic. Must be motivated, enthusiastic, and work well in a team-oriented environment. New grads welcome.

RN / LVN

Katherine Convalescent Hospital
315 Alameda Avenue
Salinas, CA 93901
408/424-1878

C: Administrator or D.O.N.

Negotiable's salary commensurate with experience; benefits available. Call for appt, send resume, or apply in person. 51-bed skilled nursing facility is currently seeking outgoing, enthusiastic, motivated professionals to treat patients. Charge positions offer great working conditions and advancement potential. If you enjoy close relationships with your patients and a team-oriented environment, apply now; we're waiting for you! Full-time day or night positions. Facility is part of the Medicrest Corporation. Req current Calif RN/LVN lic. New grads welcome. Interim grads invited to apply.

RN / LVN

Fairmont Rehabilitation Hospital
950 South Fairmont
Lodi, CA 95240
209/368-0803

C: D.O.N.

Salary (with night differentials) commensurate with experience, plus excellent benefits. Call for appt or apply in person. Charge position available for an individual with good supervisory & communication skills. Supervise nursing staff and ensure smooth hospital operation. If you enjoy a family-like atmosphere, apply now. Begins in a month, but we're seeking the right individual now; don't hesitate to apply! FT night shift; every weekend off. Small, pleasant SNF offers quality patient care. Requires Calif RN or LVN license. We offer an extensive orientation & training program.

RN / LVN

Ellens Memorial Convalescent Hospital
2716 Ohio Avenue
Richmond, CA 94804
415/233-6720

C: D.O.N. or Administrator

Salary open plus frings benefits. Call for appointment. This 43-bed skilled nursing facility has a friendly working environment. Our supportive nursing team is currently seeking a qualified & dependable professional for a charge nurse position. All shifts available immediately. Req current Calif RN/LVN license. Long-term care experience preferred, but not essential.

Director of Nursing Services

An exciting career opportunity exists for an individual who can provide daily leadership, organization, and coordination for our nursing staff. Successful candidate will have good knowledge of Title 22, esp as it D.O.N.S. or Asst D.O.N.S., effective oral & written/communication skills, strong management/supervisory skills, and a valid California RN license.

Established in 1968, Masonic Home for Adults has 5 complexes set high in the beautiful Southeast Bay Hills. Home to over 400 adults who are retired Mason's (and their wives/widows), it includes a 157-bed skilled nursing facility and an ideal environment for a dedicated geriatric professional. An additional 120-bed SNF is scheduled for completion in 1989.

Salary commensurate with successful record of accomplishment, plus a truly excellent benefit package, including a tax-sheltered annuity plan.

Please forward resume and salary requirements to: Director of Personnel

Masonic Home for Adults
3440 Mission Boulevard
Union City, CA 94587
(415) 471-3444 ext 220

Mendocino Skilled Nursing Facility

131 Whitmore Lane

Ukiah, CA 95422

707/462-0338

C: Administrator or D.O.N.

Great salaries (negotiable) + xmt bts package including paid relocation expenses & apartment location assistance for those moving to the area. Call for appt, send resume, or apply in person. Enthusiastic & caring professionals needed! Charge positions administer medications and provide quality care. Great advancement opportunities! All shifts available (primarily PM shift, 3-11). Privately owned 113-bed SNF is 30 mins from Clear Lake & close to the Mendocino Mine. Great location if you're tired of fast-track city life & seek a change of pace. Req current Calif RN license.

RN

Mercy Medical Center - Redding
P.O. Box 6000
Redding, CA 96009-6

Week of SEPTEMBER 5, 1988

RNs (OPERATING ROOM)
Barton Memorial Hospital
P.O. Box 8578
South Lake Tahoe, CA 86731
916/541-3420 x261
C: Marilyn Crager or Manager

Salary DOE plus vacation, sick leave, holidays, and medical/dental insurance. Call for appt. Assist physician in the operating room. All shifts available. Come join our friendly staff in beautiful South Lake Tahoe; located near excellent recreational facilities including ski resorts and hiking areas. Requires Calif RN license and minimum 1 yr operating room experience. EOE

Success is when you get up just one more time than you fall down.

RNs / LVNs
Kit Carson Convalescent
811 Court Street
Jackson, CA 95642
209/223-2231
C: Director of Nursing

Competitive salary (including pay differential for night shifts) plus complete benefits package including paid vacation, sick leave, and 7 holidays. Call for information. Join our 140-bed SNF. Newly expanded facility needs nurses to provide long & short-term care to patients of all ages. Full-time PM, relief & on-call shifts available. We have a friendly staff and are located in a scenic, small-town gold country community. Must have a current Calif RN/LVN license.



RNs / LVNs
ARA Living Centers
550 Patterson Avenue
Pleasant Hill, CA 94523
415/939-5400
C: Sandy Heinrich / Personnel

Competitive salaries plus xmt benefits and job sharing. Call for appt or apply in person. Paid meds & give treatments; charge & supervisory positions available. Great advancement potential in our large long-term care chain. 4, 6, 8, and 12-hr shifts avail; flexible hrs & days around your schedule. ARA Living Centers is currently seeking nursing professionals to work in any of our 3 facilities in Pleasant Hill and be a part of our quality team. If you enjoy working with the elderly and giving your best, we want you! Req Calif RN/LVN lic. Must be dependable, motivated & energetic. NEW GRADS WELCOME!



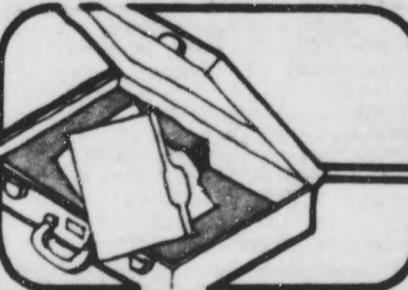
**BEVERLY
ENTERPRISES**

RNs or LVNs
Beverly Manor Convalescent
1515 South Oregon Street
Yreka, CA 96097
916/842-4361

C: Staff Developer or D.O.N./Admin
Salary commensurate with exp, plus vacation, 8 holidays (personal holidays too!), sick leave, medical, dental & life ins., stock options, and retirement. Call for appt/send resume. We offer a team-oriented environment & great advancement opportunities. Choose from treatment or charge positions. All shifts available. FT & PT varying shifts (6:45am-3:15pm, 2:45-11:15pm & 11pm-7:30am). Our friendly, home-like 96-bed SNF is located in the beautiful Shasta mountains, a wonderful location for those tired of fast-paced city life. Requires Calif RN/LVN lic. New grads are welcome. We offer intern programs.

SENIOR SPEECH PATHOLOGIST

Sierra Developmental Center
605 South 21st Street
Sparks, NV 89431
702/350-6100
C: Personnel Department
\$2002-2714/mo DOE/DOQ, plus medical/dental, life & vision ins. Call for appt/more info. Provide diagnostic assessment & therapeutic services; plan treatments for mentally retarded persons of all ages; work as member of multi-disciplinary team, developing treatment training programs. 40 flex hrs Mon-Fri. State intermediate care facility is in the High Sierras near Reno. Req BA degree in speech pathology and 3 yrs FT exp working under a licensed speech pathologist; or MA in speech/language pathology and 1 yr FT experience; state of Nev license; and lots of patience & enthusiasm. EOE



Professional/ Career

SENIOR THERAPIST / CLINIC SUPERVISOR

Hand Rehabilitation Associates
5175 Johnson Drive
Pleasanton, CA 94566
415/463-4263
C: David Gesinger / Office Manager
\$40,000-45,000/yr + medical/dental, life, profit shg, disability, CE, uniform allowance, OT pay, vacation, holidays & in-service education. Call for appt. Seeking sr PT or OT to supervise fast-growing private practice in SF/Oakland area. Practice specializes in the upper extremity, but also sees patients with a variety of muscular-skeletal problems including acute orthopedically injured/industrial patients, post plastic & reconstructive surgery, cumulative trauma disorders, burn care, revascularizations & replants. FT. Req Calif OT or PT license and 2 yrs hand therapy exp. ASHT membership preferred.

Never use your company's stationery or postage meter to mail correspondence to prospective employers. Most would consider such misuse unethical and an indication of poor judgment.

SOCIAL SERVICES DIRECTOR (part-time)

Cypress Acres Convalescent Hospital
1633 Cypress Lane
Paradise, CA 95960
916/677-9316
C: D.O.N.

Salary negotiable DOE, + xmt bnts incl medical, dental & life, vacation, and wellness program. Call for appt/apply in person (9-5 Mon-Fri). Flexible position with varied duties. Explain patient admissions/discharge procedures, work with patients' families, and assist patients with personal needs. If you seek a change from busy city life, visit us and experience our difference. PT flexible position, 6-6. 107-bed SNF w/29-bed, pre-standing ICF is in a beautiful area. Req Medi-Cal/Medicare program knowledge. Must have great communication/people skills & be bendable. Training provided. Students accepted.



**Mercy
Medical
Center**

X-RAY TECHNICIAN

Mercy Medical Center - Redding
P.O. Box 6009
Redding, CA 96009-6009
916/225-6136
C: Personnel Department

Competitive salary DOE, plus medical, dental, vision & life insurance, paid vacation, and pension plan. Send resume or call for information. Operate all equipment in the X-ray department which does all X-ray work for this acute care facility. Two PM shifts avail; 3:30-midnight with every other weekend off. Mercy has over 200 beds and is located near excellent recreational areas. Requires a CRT license. EEO employer

AREA MANAGERS (2)

All-Pro Management
Los Angeles, CA 90028
213/468-3032
C: Ken / Owner
\$1500/mo & 1-4% commission avall (negotiable) DOE/DOQ, + xmt benefits. Call for appt or more info; RTJJ. Deal with established clientele, operate computer terminals to make travel arrangements, and assist customers in getting to & from their destinations (vacation or business trips). Hrs 8-5 Mon-Fri + OT. Established travel agency has served Southern CA for 10 yrs and deals with high-profile customers. Must be outgoing, positive person with good verbal skill and ability to handle stress. Travel agency training & exp a plus. Computer & spelling skills prof. US citizenship req. EOE M/F/H/V

CHILDCARE WORKER

Stanford Home for Children
4144 Winding Way
Sacramento, CA 95841
C: Office
\$650-1150/mo DOE/DOQ, plus medical & dental benefits. Send resume; RTJJ. Supervise & oversee adolescents in the home, assisting in all aspects of day-to-day activities and helping to create a therapeutic environment. We are a small residential treatment center for troubled teens that offers good supervision and learning opportunities. 40 hrs/wk on shift basis (generally 4 days on and 3 days off). Requires BA degree in social science/psychology and a CA driver's license.

CONTRACT ADMINISTRATOR

Explosive Technology, Inc.
P.O. Box KK
Fairfield, CA 94533
C: Ben Calle
Competitive salary & relocation expenses. Send resume; RTJJ. Senior position responsible for proposal preparation, negotiations, and contract administration. Full-time position with this manufacturer of explosive-activated devices for the aerospace industry. Requires undergraduate degree in business/technical field and exp performing the above duties. 5 or more yrs exp administering gov't contracts in the aerospace industry is highly desirable. EOE M/F/H/V

Usually it is considered unacceptable for an applicant to initiate a discussion of salary during the first interview.

CURATOR

Vallejo Naval & Historical Museum
734 Marin Street
Vallejo, CA 94590
707/643-0077
C: John Swanson or Judy Furlong

\$16,500-18,000/yr DOE; benefits available. Send resume & references by 9/30/88. Manage museum, maintaining local historical collections & artifacts. Full-time; flexible hrs & days. Privately owned museum handles artifacts and changing collections including Smithsonian Arts & Sciences exhibits. Must be experienced curator. Prefer MA in history or museum studies and 2 yrs experience with historical collections. 2 yrs exp with historical photos & vintage textiles a plus. Must have right to work. EOE

Come join our team of professionals at Avenal District Hospital. 28-bed, rural facility is located in a growing small-town community (2 hrs from the coast and 1 hr from the mountains & skiing). Come grow with us!

- * Internist
- * ER Physician
- * Pediatrician

Board-eligible for all positions. Competitive salaries with excellent benefit package including health insurance, retirement plan, vacations, holidays, and sick leave.

Contact: Mr. Curtis Flores/Administrator
(209) 368-5278 x145

or send resume to:

Avenal District Hospital
317 Alpine St., Avenal, CA 95304

EDITOR

Diamond Corporation
1625 McCandless Drive
Milpitas, CA 95035
C: Lennie Brodie / Publications Dir
\$18,000-22,000/yr DOE/DOQ, plus medical/dental, life & vision insurance after 3 mos, and paid vacation, holidays & sick leave. Send resume & 2 writing samples; no phone calls please! Write for & edit a 32-page bi-monthly color magazine and a monthly newsletter, as well as other published material. Coordinate freelance photographers. Full-time, 8-5 Mon-Fri with this national direct sales organization's fast-growing magazine. Requires BA in journalism or equiv, and 1 yr exp in a related field. Familiarity with Macintosh desktop publishing essential. Graphic design knowledge a plus. EOE

SR. ECONOMIC DEVELOPMENT SPECIALIST

City of Garden Grove
City Hall
11301 Acacia Parkway / P.O. Box 3070
Garden Grove, CA 92640
714/741-5004
C: Personnel Office
\$3000-3775/mo + bnts including 10 vacation days & 11 paid holidays/yr, medical ins, and 7% PERS. File city application by 9/30. Perform responsible professional work in the preparation & implementation of City's economic development program including industrial development, redevelopment, and revitalization. Req 3 yrs progressively responsible economic development exp or graduate degree in related field; college degree in public admin, planning, business admin, social sciences, economics, or related field for equivalent exp; and knowledge of CA Redevelopment Law. EOE M/F/H



Supervisors should carefully document disciplinary measures involving their subordinates. Then, if it becomes necessary to dismiss a worker, the action can be justified objectively.

TRAVEL AGENT TRAINEE

Trip Master Travel
1801 Century Park East
Los Angeles, CA 90067
213/652-7873 or 553-7432
C: Marsha Jacobs / President
\$700-800/mo DOE, plus vacation, holidays, and sick leave benefits. Call for appointment or more info; RTJJ. Established Southern CA travel agency seeking individual to train in making travel arrangements for business or vacation trips. 37 flexible hrs/wk. Requires HS diploma, common sense, good verbal skills, and transportation. Must be aggressive, outgoing, and have a positive attitude. Some college preferred. US citizenship required. AA/EOE



TRAINING/PERSONNEL SUPERVISOR

California Job Journal
2535 Capitol Oaks Drive, Suite 100
Sacramento, CA 95833
916/925-0800
C: Human Resources Manager
\$18,000-24,000/yr plus bonus plan and xmt bnts. Send resume/salary history. Conduct pre-screening interviews & perform related personnel functions, provide group/individual instruction (involving classroom & on-the-job product & skills training) for new employees, consult with dept mngs & monitor staff to determine/assist with ongoing training needs. Hrs 8-5 Mon-Fri. See 'About the Job Journal' (page 3). Fast-growing company (approx 40 employees) is adding 5 sales or support staff/mo. Req min 5 yrs superv & staff training-related exp (preferably in sales). Must be patient, creative, flexible, detail-oriented.

EXECUTIVE ASSISTANT 2 TRAINING SPECIALIST

Salary \$2094-2656 monthly
Announcement #OC880564

Excellent Benefit Packages

ADULT AND FAMILY SERVICES DIVISION

State of Oregon, AFS is recruiting for an Executive Assistant 2, Training Specialist who will be located in the Staff Development Unit in the Central Office in Salem, Oregon. We are looking for applicants with excellent communication, interpersonal, and training skills.

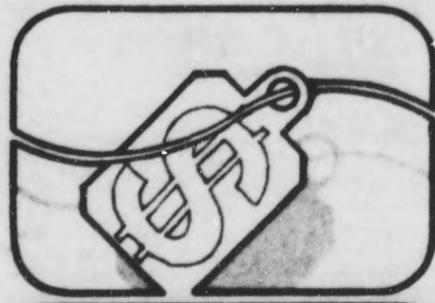
QUALIFICATIONS: Three years of exp determining eligibility for public assistance entitlement programs including AID to Dependent Children (ADC) and Food Stamps. Your background must have afforded you the knowledge, skills & abilities identified in the examination questionnaire attached to the announcement.

IN ADDITION to the required exp listed above you must have a Bachelor's degree or 3 additional years of pertinent exp.

TO APPLY: Obtain an application (PD100) and the announcement at Personnel Center, 775 Court Street, Salem, Oregon 97310.

Follow the instructions on the announcement. Submit your State Of Oregon Application (PD100) to Adult and Family Services, Personnel Services Section, 516 Public Service Bldg., Salem, Oregon 97310. Indicate the announcement number and title of the position applied for on the PD100 in the box provided.

Applications must be postmarked by September 18, 1988 to be accepted.



Sales/ Marketing

ADVERTISING SALES REPRESENTATIVES

The Vernon Company
813 West Oak, Suite A
Visalia, CA 93291
209/627-6277

C: Fritz Mundy / Western Division Mgr
Strong earnings potential plus incentive travel. Success. Opportunity. Benefits. A Vernon Company sales career offers the best of the Big 3! Take the first step to success: send resume today; RTJJ. Call on business, industry & government to sell advertising & promotional products. Openings in Stockton, Lodi, Bay Area, Vallejo, Santa Rosa & Napa. Account protection provided. Flexible hours & days. Must be highly motivated and personable. No experience necessary; full training & support provided.

ASSISTANT MANAGER

Chess King
2385 Butane Drive
Sacramento, CA 95825
916/484-9888

C: Karla Remmel / Store Manager

Competitive starting salary with yrly review + paid vacations & holidays; life, medical/dental and major medical ins; store discounts, and paid orientation & training program. Apply in person (10am-8pm Mon-Fri). If you're ready to make a change and join a progressive company with great growth opportunities, apply today! Assist mgr in the daily ops including merchandising, customer svcs, and employee scheduling. Hrs to be discussed at interview. Leading young men's wear specialty chain has more than 550 stores nationwide. Must be dynamic and have retail mgmt exp and a flair for merchandising. EOE M/F

**Make your job search
a full-time project.**

You'll work a 40-hour week
for an employer; you should
work no less for yourself.

ASSISTANT MANAGER

Caren Charles
311 Sun Valley Mall
Concord, CA 94520-5804
415/671-2310

C: Debbie Botzer / District Manager

Salary DOE/DOO, plus medical/dental insurance. Call for appt, send resume, or apply in person. Open & close store, train employees, examine merchandise, and oversee daily store activities for one of the nation's most progressive, rapidly expanding retailers of contemporary fashions for misses, sizes 4-18. If you are energetic, outgoing, and enjoy fashion sales, you should explore this fine position. 40 day hrs/wk; schedule to be discussed at interview. Some retail experience helpful. EOE M/F

AUTOMOTIVE SALESPERSON

Turner Subaru-Alfa Romeo
2535 Arden Way
Sacramento, CA 95825
916/929-9400

C: Sales Manager

Excellent commissions, bonuses & benefit programs. Call for appt or more information, or send resume. Looking for self-motivated, goal-oriented, career-minded men and women to sell new Subaru & Alfa Romeo automobiles. Excellent opportunities for advancement with one of Northern California's largest Subaru dealerships. Full-time flexible position; hrs & days to be discussed at interview. Experience preferred, but not necessary; on-the-job training provided.

NOW HIRING!

- 2 part-time cashier positions
- 2 part-time hardware counter positions
- 1 part-time plumbing/electrical sales position.
- 1 full-time receiving position.

Hourly DOE, DOO. Exp helpful but not required. Responsible, self-motivated individual.

Apply in person or send resume:



Attn: Robin Wusow
3635 El Camino Avenue
Sacramento, CA 95821

MEDIA CONSULTANTS (4)

Visucom
1255 Veterans Boulevard
Redwood City, CA 94063
415/364-5566

C: Ernie

4-10% commission with unlimited potential plus vacation, holidays & sick leave after 3 mos, and employee contributed medical ins. Call between 3-5 Mon-Fri for appt or information; RTJJ. Sell health & safety training videos to government, businesses & industries across the US. Some travel required. Hrs 7-4 Mon-Fri. 12-year-old company has 2 divisions (video telemarketing sales & management consultant direct sales) and a staff of 18. Must be energetic teamplayer with good English & verbal communication skills. Telemarketing exp a plus. Requires right to work. AA/EOE M/F/H/V

ORDER DESK / INSIDE SALES

Chem. Equip. Inc.
1195 Campbell Avenue
San Jose, CA 95128
408/241-8651

C: Bill Biranen / Office Manager

\$1100-1200/mo to start DOE, plus 1 week vacation, 11 holidays, 9 sick leave days, and medical insurance after 90 days. Call between 8-12 for appointment; RTJJ. Perform heavy phone duties, call established clientele, and do paperwork. Hrs 8-5 Mon-Fri. Older expanding company specializes in wholesale swimming pool supplies. Must be mature-minded, outgoing, polite individual with professional appearance and good phone voice. Prefer phone and swimming pool parts experience. EOE M/F/H/V

When setting goals for your life, consider all your needs: personal, professional, financial and social.

SALES REPRESENTATIVES (2)

Brinks Home Security of California, Inc.
3612 Madison Avenue, #24
North Highlands, CA 95660
916/344-3132

C: Chris

\$1000/mo guaranteed base (first 2 mos), then 10-26% straight commission (progressive system). \$30,000-\$60,000+/yr potential. Benefits include medical, life & vision ins and pension after 30 days. Send resume & salary history/reqs. Secure a permanent career marketing residential security systems. Prospect & generate leads for new business. FT, employee-determined schedule. We back our reps with the industry's most visible, aggressive ad/marketing campaigns (TV, radio, trade shows). Req xmt communication/lead generating/prospecting skills. Must be ambitious self-starter. No exp necessary; will train.

24 HOUR NAUTILUS FITNESS CENTERS

The 24 Hour Fitness People

SALES CONSULTANTS (8)

24-Hour Nautilus Fitness Center
* San Ramon, CA 94583
415/887-2840

C: David Alpert / Director of Training

Guaranteed commission program plus bonus trips & prizes, vacation, holidays, and medical/dental insurance after 6 mos. Call for appt. Conduct health club promotional tours and enroll new members for Northern California's largest fitness club chain. Position leads to management opportunities and is available in CITRUS HEIGHTS, CONCORD, EAST SAN JOSE, SOUTH SAN JOSE, SAN LEANDRO, SUNNYVALE, SAN MATEO & SAN FRANCISCO. Full-time flexible hrs vary; begins 9/19. Must be fitness-oriented. Intangible sales experience preferred, but will train. ATTENTION COLLEGE STUDENTS: Internships available. EOE

◆ MANAGEMENT◆

Copeland's Sports, a rapidly expanding, multi-specialty, name-brand sporting goods retailer, has management career opportunities available in Sacramento and the San Francisco Bay Area. Successful candidates will be skilled in sales, merchandising & communication; knowledge in retail operations, organization and sporting goods product lines; and the ability to achieve sales goals, maintain cost budgets and follow company guidelines. Assistant management positions are available at three different levels, from introductory management to pre-store management.

If you are honest, result-oriented, mobile and enjoy the challenging, fast-paced elements of retail, please send resume to: (East Area) 400 Downtown Plaza, Sacramento 95814 / (Bay Area) 1607 Shattock Ave., Berkeley 94709 Attn: Director of Operations.

Don't let this quality opportunity pass you by!

Copeland's Sports



ALLSAFE SECURITY INC.

SALES REPRESENTATIVE

Allsafe Security Inc.
2041 Mission College Boulevard, Suite 159
Santa Clara, CA 95054
408/727-8825

C: Michael Benjamin / Regional Mktg Mgr
\$25,000/yr guaranteed min salary + commission & \$10/mile car allowance (\$50,000/yr realistic potential w/in 3 yrs); family Blue Cross/Shield medical ins and \$25,000 life ins. Send resume & salary history/reqs. Prospect and set outside appts; call on industrial, institutional & commercial businesses. FT, Mon-Fri (flex hrs). One of US's largest, most successful contract security guard svcs has 40 offices nationwide. Must have BA/BGS degree, sharp prospecting skills, be assertive & articulate, and have a professional manner & appearance. 1-3 yrs industrial/business sales experience a plus.

SALESPERSON

All Chevy Auto Parts
4999 Vanden Road
Vacaville, CA 95687
707/437-5466

C: Roni

Salary DOE, plus vacation and medical insurance. Call for appt/more info, send resume, or apply in person; RTJJ. Sell new & used automobile & truck parts (a user-friendly computer helps to ask proper questions and locate parts); interact with retail customers over the counter and wholesale customers over the phone; and direct parts-pullers over an intercom. Hrs 8:30-5:30 Mon-Fri and 9-2 every other Sat. Clean, modern dismantling company specializes in Chevrolet parts. Must have sales experience and be self-motivated. Automotive background a +. EOE

Earnings make an industrious man; saving, a prepared man; giving, a blessed man.



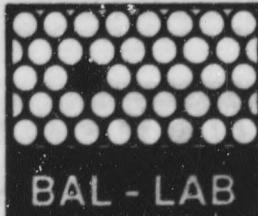
Science/ Research

CHEMIST / CLEANING EXPERT

Micro Lithography Incorporated
Sunnyvale, CA 94089
408/747-1769

C: Florence

Competitive salary plus benefits. Call for information; RTJJ. Perform statistical quality control and cleaning of plastic surfaces for this electronics materials company in Santa Clara County. Hrs 8-5 Mon-Fri, plus overtime. Requires BS/MS degree in chemistry and experience in surface cleaning in clean room, ultrasonic, vapor degreaser, surfactant, and surface inspection methods.



BAL - LAB

CHEMIST

Balazs Analytical Laboratory
2284 Old Middlefield Way
Mountain View, CA 94043

C: Cheryl Hesson / Admin Assistant

Salary DOE, plus medical/dental ins after 60 days, 1 wk paid Christmas vacation (2 wks after 1st yr), holidays & sick leave. Send/hand deliver resume. Perform chemical analyses using various instrumental methods. 40 flexible hrs/wk Mon-Fri. Nationally recognized analytical chemistry lab requires BS & MS in chemistry, 5 yrs lab exp, good communication & supervisory skills, and willingness to undertake complex tasks. ICP/MS, ICP desirable, but will train.

Various levels of government have similar procedures to compete for open jobs.

Most follow Civil Service procedures which include written and/or oral tests to determine skills. The tests are free and the results are used to place applicants on an eligibility list for available openings. The frequency of testing may vary as does the waiting period to be called for an interview.

LAB SUPERVISOR (GAS CHROMATOGRAPHY)

Breit & Rice Lab
425 South E Street
Santa Rosa, CA 95404
707/544-8807

C: Noel Shrum / Lab Director

Salary DOE/DOO, plus medical (John Hancock), life & vision insurance after 30 days, 12 vacation days, 9 holidays & 12 sick leave days. Send resume. Set up & operate gas chromatography lab and supervise employees working in water & waste water lab. Hrs 8-5 Mon-Fri, plus possible overtime. 20-year-old waste water lab has expanded into gas chromatography field and employs 13 people. Requires a bachelor's of science degree (chemistry preferred), EPA 600 experience, and a CDL.

LABORATORY SUPERVISOR (DAY SHIFT)

Veterinary Reference Laboratory
14786 Wicks Boulevard
San Leandro, CA 94577
415/352-0203

C: Personnel

\$20,000-30,000/yr DOE, plus medical/dental & life ins and profit sharing avail immediately. Call for appointment. Immediate opening for a strong leader to supervise 15-20 employees. Operate digital lab equipment, supervise testing procedures, occasionally compose test summary reports, and distribute summary info to customers & in-house stat. FT, 8-5 Mon-Fri (no weekends). Division of An-Med Corporation, the nation's largest veterinary medicine lab. Req well-rounded lab supervisor with strong veterinary background & exp in hematology, immunology & microbiology. US citizenship required. AA/EOE

Join Our Team of Employment Professionals!

If you'd like to be part of the largest and fastest-growing independent recruitment advertising publication in the country, we'd like to talk with you.

- \$1000/mo. salary plus commissions on all sales after training. First-year earnings up to \$25,000. Excellent benefits after 120 days, including employer-paid medical/dental insurance, paid holidays and paid vacation.
- Our thorough training program will prepare you to help employers with their recruitment advertising needs.
- As an employment specialist, you will contact employers to establish new accounts and service existing clients in a specific industry.
- Comfortable, new offices in the South Natomas area of Sacramento. Hours 8:00-5:00 Monday through Friday.
- Full-time positions require previous personnel, customer service, or heavy telephone experience. Strong people skills, professional appearance, good spelling and grammar, and math aptitude also necessary.
- We are an AA/EEO employer. Physically disabled and senior citizens are encouraged to apply.

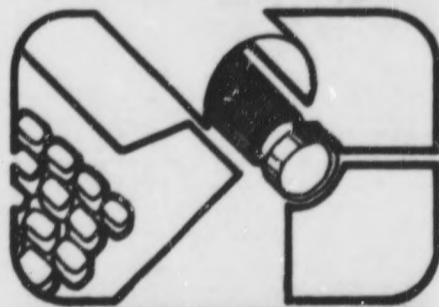
Join our professional team of employment specialists!
Apply in writing with complete
work and salary history to:



Karen Martin/Personnel
2535 Capitol Oaks Drive, Suite 100, Sacramento, CA 95833

METALLURGIST / ANALYST

Aviation Laboratory
12911 Budlong Avenue
Gardena, CA 90247
213/217-9366
C: Dawn / Secretary
\$18,000-20,000/yr DOE, plus 2 wks vacation & medical insurance. File by 8/29. Call for more info; RTJJ. Test used aircraft oil (turbo-prop & turbo-fan engines), look for unusual metal wear trends using atomic absorption methods, deal with the public daily, and transfer info about tests completed. FT, 8-5 Mon-Fri. In CA for 2.5 yrs, company has territory that extends to Denver and an office in New Orleans. Requires exp using absorption method and good public relation skills. Prefer degree in chemistry or geology, and ability to speak clearly. EOE Employer



Secretarial/ General Office

Those who fear the future are likely to fumble the present.

QUALITY CONTROL CHEMIST

Micro Lithography Incorporated
Sunnyvale, CA 94089
408/747-1769

C: Florence

Salary competitive, plus benefits. Call for information; RTJJ. Maintain quality control standards, dealing with the characterization of polymers and photochemistry for this electronic materials firm. Full-time, 8-5 Mon-Fri (plus overtime). Requires bachelor's degree in chemistry; and quality control experience, or characterization and photochemistry exp.

BIO-RAD

QUALITY CONTROL TECHNICIANS

Bio-Rad Laboratories
1000 Alfred Nobel Drive
Hercules, CA 94547

C: Human Resources, Department 5546

Salary commensurate with experience plus excellent benefits. Please send resume and salary history. Continued growth at this leading biotechnology company has created the need for both clinical laboratory technicians & quality control technicians to work in our advanced laboratories on projects of high social worth. Full-time position with an easy commute! This position requires problem-solving & analytical skills of laboratory methods, with an A/B/S degree in a life sciences field a real advantage. Must have 2+ yrs lab experience. AA/EOE

Enseco - Cal Lab, a dynamic, rapidly growing analytical laboratory, is currently looking for individuals for the following positions:

CHEMISTS

• GC/MS OPERATOR

Minimum of 12 yrs exp with GC and/or 6 months with GC/MS. Exp with Low Res Quadrupole a definite plus. Knowledge of EPA methods desirable. Requires BA/BS in Chemistry or related science. Attn: PRS38.

• ORGANIC PREP

No experience necessary. AA degree or 1 year related experience acceptable. Attn: PRS37.

• INORGANIC PREP

AA degree or 1 year related exp acceptable. Attn: PRS34

• INORGANIC CHEMIST

Minimum of 2 yrs exp with graphite furnace, flame and hydride AA. Requires BA/BS in Chemistry or related science. Attn: PRS36

All positions offer excellent benefit package. Salary commensurate with experience.

Send resume & salary requirements to:

Enseco - Cal Lab
2544 Industrial Boulevard
W. Sacramento, CA 95691

Enseco
EOE

ADMINISTRATIVE ASSISTANT TRAINEE

Operator Service Providers of America
6611 Valjean Avenue
Van Nuys, CA 91406

818/786-6772

C: Robin Katz / Executive Admin

\$1600/mo to start DOE/DOQ, + xmt bts. Send resume; RTJJ. Entry-level position. Report to executive administrator, type, perform office procedures, handle phone, and run errands. Possible nationwide travel. Hrs 8-5 Mon-Fri plus flexible OT req. Incorporated 4/88, fast-paced, expanding nonprofit trade show deals w/ top-level executives & telecommunications. Req HS diploma, 1-2 yrs of procedure & systems exp, PC exp, ability to work with executives, CDL, and car. Good communication & spelling skills and professional appearance a must. Legal background & college a plus. Must have right to work. EOE

ADMINISTRATIVE SECRETARY

Vita Insurance Associates Incorporated
1804 North Shoreline Boulevard, Suite 220
Mountain View, CA 94043
415/988-6811

C: Raelene / Office Manager

\$16,000-21,000 to start DOE, plus medical, dental, life & vision ins, and profit sharing after 90 days; and 11 holidays. Call for appt between 7:30 & 6:30; RTJJ. Use IBM PS-2 daily to compose business letters & proposals for clients, and answer phones. Hrs 8-5 Mon-Fri. 9-yr-old ins brokerage firm employs 8 in its fn. non-smoking office. Requires HS diploma, accurate 50 wpm (min) typing, attention to detail, pleasant phone voice, ability to follow through, ability to learn quickly from written material, and a professional attitude. Must be US citizen. AA/EOE

ADMINISTRATIVE SECRETARY

West Oakland Health Center
700 Adeline Street
Oakland, CA 94607
415/635-9810

C: Personnel Department

\$21,000/yr plus excellent benefits. Send resume by 9/21/88. Perform general clerical duties including typing for a busy multi-specialty outpatient health facility. Hrs 8-5 Mon-Fri. Requires HS diploma or GED, 60+ wpm typing, good spelling, excellent secretarial & communication skills, and knowledge of office practices & procedures. Some college preferred. EOE

If your progress isn't keeping pace with your potential, chances are your goals aren't clearly defined.

CITY CLERK (part-time)

City of Hercules
111 Civic Drive
Hercules, CA 94547
415/799-8200

C: Personnel

\$20,616-25,721/yr plus excellent benefit package. Applications may be obtained from address above or call for more information; file by 9/16. Direct, control & plan city clerk office operations including processing, maintaining, preserving, and disseminating all official city council actions, documents & records. 30 hrs/wk, Mon-Fri. Requires 3 yrs responsible administrative experience; 60 wpm typing; ability to work with the city manager, elected officials, the general public, and city staff; and excellent communication & office management skills. AA/EOE

CONFIDENTIAL SECRETARY III

Los Rios Community College District
Los Rios District Office
1819 Spanos Court
Sacramento, CA 95825
916/20-7912

C: Classified Personnel

\$20,372/yr DOE/DOQ, plus 3 wks vacation/yr, 17 holidays, and medical/dental ins. Call between 7:30-2 Mon-Fri for interdistrict appt or obtain appt from district office; file by 9/16. Provide a variety of responsible secretarial & clerical duties in support of day-to-day admin of the business services dept in the district ofc. Hrs 8-4:45 Mon-Fri. Req 60 wpm typing, 100 wpm shorthand, 25 wpm machine transcription, and 4 yrs secretarial exp. College-level secretarial, business, clerical, or related courses may be substituted on a year-for-year basis for up to 1 yr of required secretarial exp.

CONSTRUCTION SECRETARY

Lin Pro Company
P.O. Box 4129
Diamond Bar, CA 91765
714/861-6626

C: Mike Winter

\$25,000-30,000/yr + future bts. Call between 7:30-4 for appt. Send resume & references; RTJJ. Type, mail office documents daily, answer incoming calls, set appts for staff, operate IBM Wordstar, compose reports, draw up contracts, and obtain building permits. 40 hrs/wk (7-5) + OT avail. Established national firm has been in apartment & commercial bldg construction 10 yrs. Req HS or GED diploma, 2 yrs exp in construction office, 70 wpm typing, and knowledge of Lotus, contracts, bldg permits & blueprints. Must be professional, ambitious, self-motivated US citizen. AA/EOE

CUSTOMER SERVICE SUPPORT

Win-Glow Window Coverings
2390 Zanker Road
San Jose, CA 95131
408/438-8844

C: Michelle Lewellyn / Personnel Coord

\$8.75/hr DOE, + 1 wk vacation after 1 yr, sick leave, holidays, and medical & dental ins after 2 mos. Call for appt; RTJJ. Act as backup receptionist, file invoices & customer orders, and process internal & outgoing mail. Hrs 8-5 Mon-Fri. Rapidly growing, progressive window covering manufacturer has been in business 25 yrs and has 160 employees. Requires a bright, responsible individual with professional phone manner. Telephone experience preferred. EOE

EXECUTIVE SECRETARY

CCA Silvertone Sports Corporation
15621 Ventura Boulevard, Suite 685
Encino, CA 91436
818/782-6171

C: Lisa / Personnel Manager

\$18,000-20,000/yr DOE/DOQ, + 1 wk vacation after 1 yr, 8 paid holidays, and sick leave. Call ABAP (between 8-10am & 3-5pm) for appt; RTJJ. Draft & prepare correspondence, report directly to VP of Operations & VP of Merchandising, and do heavy typing & word processing. Hrs 8-5 Mon-Fri. Interstate golf course management firm handles 20 facilities. LA office has a staff of 20. Req HS diploma, previous secretarial exp in executive setting, and good typing & word processing skills. Must be well-groomed, motivated, energetic, and have a professional appearance. US citizenship req. AA/EOE

OFFICE ASSISTANT

California Job Journal
2530 Capitol Oaks Drive, Suite 100
Sacramento, CA 95833
916/825-0800

C: Human Resources Manager

\$4.25-6/hr DOE plus excellent benefits. Send resume & salary history. Varied general office duties including data entry, customer service, and heavy phone work. Provide receptionist relief on switchboard and run errands. Good opportunity for advancement with a growing publishing company in the South Natomas area. Hrs 8-5 Mon-Fri. Requires 1+ yrs office exp, 50 wpm accurate typing, excellent spelling & grammar skills, ability to compose letters, CDL, and incurred transportation. Must be very detail-oriented. Computer exp helpful, but will train.

WE HAVE JOBS!

Clerical
Accounting
Secretarial
Data-Entry
Word Processing

We have more jobs than people to fulfill them!

If you want to work hard and are a reliable, motivated individual... Call us today!

TEMPORARY SERVICES



OFFICE MANAGER

Pendragon Enterprises
P.O. Box 926
El Cerrito, CA 94530
415/235-4682

C: Roxanne or Arthur

Salary negotiable DOE. Please call for appt. References will be required. Rapidly expanding construction company seeks an individual to perform general office duties including word processing, payroll, accounts payable & receivable, and job costing. Full or part-time. Must be self-motivated and familiar with construction office procedures.

PERSON FRIDAY - CLERICAL

Santa Monica Propeller
3025 Airport Avenue
Santa Monica, CA 90405
213/380-6233

C: Barbara Brady / Asst Vice President

\$8.75/hr plus medical & life insurance after 60 days for full-time employees. Call for appointment; RTJJ. Answer multi-line phone, do alpha/numerical filing, type, perform mail duties, operate computer, and do data entry. Full-time, 8-5 Mon-Fri; or part-time 9-4 (30 hrs/wk). In business over 25 yrs, company has a staff of 25-30 specializing in the overhaul of aircraft propellers and distribution of small aircraft parts. Req HS grad with own car. Must be a professional, self-motivated, outgoing non-smoker. Data entry exp and 50 wpm typing desired. US citizenship req. EOE

PROOFREADER / PLATE CHECKER

California Printing Company
697 Lomita Road
San Jose, CA 95133
408/926-3676

C: Meel Kyle / Plant Superintendent

Up to \$9.00/hr DOE, plus vacation, sick leave, medical, dental & vision ins, and stock ownership plan. Call for more information or apply in person; RTJJ. Proofread printed forms. Hrs 7:30-4 Mon-Fri. Business forms manufacturer requires good English, grammar & spelling skills. Experience preferred but not necessary; will train right person. AA/EOE Employer M/F/H/V

RECEPTIONIST / SECRETARY

Rockford Engineering Services
P.O. Box 543
Sunol, CA 94588-0543
415/852-8012

C: Melissa Silver

\$7.50/hr plus 2 wks vacation and medical/dental, life & vision insurance after 1 mo. Call for appt or send resume. Great client; receive calls; take messages; direct inquiries; and perform light typing, filing, duplicating & other clerical duties. Full or part-time. Must be self-motivated and familiar with construction office procedures.

SALES SECRETARY

Quality Hotel
5249 West Century Boulevard
Los Angeles, CA 90045
213/645-2200

C: Shadie Moore / Directive Assistant

\$7.50/hr DOE, plus 1 wk vacation, medical/dental & life insurance, and hotel discounts. Send resume or apply in person between 9-3 Mon, Wed or Fri; RTJJ. Assist sales staff by typing, filing, and performing other general secretarial duties. Hrs 8:30-5:30 Mon-Fri. Worldwide chain has one of LA's largest hotels. Must type 60 wpm and have an outgoing personality. Some secretarial experience desired.

SECRETARY / BOOKKEEPER

Gidden Bros. Inc.
232 South Lincoln Way
Galt, CA 95632
209/333-2884

C: Bill or Paul / Owners

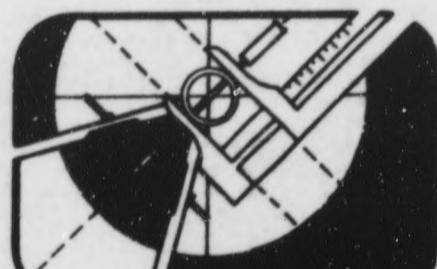
\$6.75/hr DOE, plus 1 wk vacation after 1 yr and 11 holidays; employer currently reconstructing benefits package. Call for appt or send resume; RTJJ. Proofread printed forms. Hrs 8:30-4 Mon-Fri. Business forms manufacturer requires good English, grammar & spelling skills. Experience preferred but not necessary; will train right person. AA/EOE Employer M/F/H/V

SWITCHBOARD OPERATOR

Apollo Sales Inc.
P.O. Box 23120
Oakland, CA 94623
415/465-5150

C: Wendy La Bounty / Ofc Services Mgr

\$7.50/hr plus benefits after 30 days. Call for more information. Seeking a professional person to answer multi-line phone system, perform light reception duties & alpha/numeric filing, and handle multiple tasks under pressure. Involves managing interaction between main office and 2 branches. Hrs 8-5 Mon-Fri. Fast-paced, major West Coast floor covering distributor requires good oral communication skills and proper phone etiquette.



Technical/ Engineering

ARCHITECT / CONSTRUCTION ADMIN

Stephen Short & Associates, Inc.
2002-B Marconi Avenue
Sacramento, CA 95821
916/485-3785

C: Roland Delmundo

Salary commensurate with experience, plus medical & dental insurance. Send letter & resume. Qualified applicants only need apply. Mid-size Sacramento architecture office looking for architect to represent firm in the field. Internal responsibilities include quality control of construction documents. Hrs 8-5 Mon-Fri. Must be a licensed architect with at least 5 yrs experience and ability to work with clients & contractors. Requires exp as a construction administrator.

ARCHITECTURAL DRAFTSPERSON

Arville Enterprises
6080 Commerce Boulevard
Rohnert Park, CA 94528
707/795-4611

C: Merle Arville / Office

ASSISTANT CIVIL ENGINEER

City of Newark
37101 Newark Boulevard
Newark, CA 94560
415/790-7262

C: Personnel Division

\$1800-3800/mo plus ten vacation & 12 sick leave days/yr, 12 paid holidays, medical/dental ins., and 7% PERS. File city app by 9/18; RTJJ. Apply basic technical & professional knowledge & skills to difficult engr problems; supervise work of engr technicians; and serve as Acting Div Head in the absence of the Associate Civil Engr. City is 30 miles south of Oakland (population 36,000). Requires civil engr degree, EIT certificate, and 1 yr municipal exp OR 4 yrs Civil Engr Asst exp and state registration as a professional engr. Must have CDL & US citizenship. AA/EEO

ASSOCIATE CIVIL ENGINEER

City of Vallejo
555 Santa Clara Street
Vallejo, CA 94590
707/648-4364

C: Personnel Department

\$3601-4248/mo plus PERS & benefits. Submit City application by 10/7; RTJJ. Perform most difficult & complex engineering work on plans & specifications for public works projects. Full-time Mon-Fri. Requires BS in civil engineering; CA professional engr certificate; CDL; 3 yrs experience; and work exp related to location, design, construction & maintenance of major public works projects. EOE

CIVIL DRAFTSPERSON / TECHNICIAN

Western Planning & Engineering
11860 Kemper Road, Suite 3
Auburn, CA 95603
916/623-6617

C: Connie Jones / Office Manager

Salary DOE/DOQ + bits pkg including medical & dental ins after 60 days. Call for more info; RTJJ. Draw boundary adjustments and parcel & topography maps and perform survey calculations. Site surveys req some travel. Flexible hrs, 8-5 Mon-Fri plus possible overtime. Well-known engr firm has 7 employees and specializes in planning subdivision & commercial developments, negative declarations for schools, and mining reclamations. Req HS diploma, knowledge of land development & surveying, good communication skills, CDL, and car. Must be flexible and work well with others. Processing knowledge a+. EOE

CIVIL ENGINEER

City of Tulare
411 East Kern Avenue
Tulare, CA 93274
209/668-2001 x219

C: Personnel

\$2460-2990/mo plus excellent benefits including city-paid PERS. File required city application by 5pm 9/30. Perform a variety of professional engineering duties in the public works department for a city of 28,500. Full-time Mon-Fri plus possible overtime. Registration as a civil engineer required. 3 yrs professional civil engr experience desired. EOE

FACILITIES ENGINEER

Enseco, a leading environmental laboratory firm, has an immediate opening for a Facilities Engineer in its West Sacramento division.

Responsibilities include planning, organizing and directing the facility maintenance/supporting services. Includes security, janitorial, construction/remodeling, supervising maintenance staff and department budgeting.

Requires min 3 yrs exp as Facilities Engineer with proven supervisory skills. BA/BS degree or trade school.

The position offers excellent benefits package - medical/dental, 401K, liberal holiday/vacation policy and more. Salary commensurate with experience.

Send resume & salary requirements to:

Enseco - Cal Lab
2544 Industrial Boulevard
W. Sacramento, CA 95691

Enseco
EOE

DRAFTSPERSON / JOB CAPTAIN

Stephen Short & Associates
2602-B Marconi Avenue
Sacramento, CA 95821
916/488-3795

C: Mr. Delmendo

Salary commensurate with experience, plus benefits. Call for appointment and send resume; RTJJ. Draftsperson will do production drawings under minimal supervision. Hrs 8-5 Mon-Fri. This firm does architectural working drawings. Requires 4-5 yrs exp with knowledge of Type 1. Must be familiar with Title 24.

PLANNING TECHNICIAN / DRAFTSPERSON

Valley Planning Consultants
301 West 18th Street, Suite 201
Merced, CA 95340
209/383-7866

C: Wayne Maynard / Owner

\$13,300-17,820/yr DOE plus medical & life insurance after 90 days. Call or send resume, references & salary history/requirements; RTJJ. Draft official maps & report graphics, conduct field surveys, and compile data. 32 hrs/wk; flexible days & hours. Planning & consulting firm, in business since 1979, has a staff of 12. Req knowledge of city/county planning codes & ordinances and 2 yrs related experience. Must be a well-organized fast learner with right to work. AA/EEO

PROCESS ENGINEER

E.R. Carpenter Company
P.O. Box 279
Lathrop, CA 95330
209/952-4800

C: Jack Dixon / Personnel Manager

\$30,000/yr to start + medical & life ins after 30 days, profit sharing after 1 yr, sick leave, 2 wks vacation, and holidays. Call between 9-5 for more info or send resume, refs, and salary history/reqs; RTJJ. Supervise up to 10 people and oversee 2 polyurethane processes. Hrs 6-3:30 M-F + occasional OT. Fast-growing polyurethane foaming plant near Stockton (in business since 1948) is one of 9 in US and is headquartered in Virginia. Req chemistry/chemical engr degree. Must be hardworking, people-oriented, and have good communications skills. Prefer supervisory & process exp (not req). Must be US citizen. EOE

**Miscellaneous****AIDE / HOUSEKEEPER**

Bounds Senior Care Home
509 Michigan Boulevard
West Sacramento, CA 95691
916/371-6862

C: Darla

\$4.25/hr (AM & PM shifts); \$4.75/hr (night shift). Call for appt or apply in person. 24-hour care home seeking energetic & friendly people who can make our facility a better place to live in. Work directly with residents & patients, providing general care and housekeeping services. Full or part-time flexible AM, PM, or night hrs to fit your schedule. Will train. Students & housewives encouraged to apply.

COUNSELORS (5)

Jenny Craig Weight Loss Center
3135 Stevens Creek Boulevard
Santa Clara, CA 95117
408/241-6700 or 916/782-2094

C: Kathy / Executive Supervisor

\$1200/mo base + commission (\$25,000-40,000/yr potential) + paid training, and medical/life ins. Call for appt. Counsel clients, aid in goal setting/menu selection, teach lifestyle classes, schedule appts, construct/prof client charts. Great mgmt potential! Jobs avail in MTN VIEW, FREMONT, CUPERTINO, EAST SAN JOSE, ALMADEA VALLEY & SANTA CLARA. For info on positions in SACRAMENTO, STOCKTON, or MODESTO, call Judi or Diane at 916/782-2094. FT & PT, flexible hrs. Pref background in nutrition, nursing, teaching, fitness/svc industry; and trim, creative, hard working, enthusiastic team players. Will train.

COUNTERPERSON (2)

Empire Auto Parts
113 Healdsburg Avenue
Healdsburg, CA 95448
707/433-4631

C: Sherry Shaw / Owner

\$8-11/hr and yr-end bonuses DOE, plus vacation, holidays, and medical ins after 6 mos. Call for appt or more info; RTJJ. Provide customer svc, maintain inventory, and sell automotive parts. 40 hrs/wk Mon-Fri and alternate Sat's, plus some overtime possible. 18-yr-old automotive parts store provides parts for American & imported automobiles. Req 1 yr exp in retail/wholesale auto parts store, CDL, DMV printout, inc, and car. Must be outgoing and have a professional attitude and ability to remain calm in hectic situations. Computer exp helpful. Knowledge of auto paints a+. Right to work req. AA/EEO

CUSTOMER SERVICE ATTENDANT

Thrifty Car Rental
500 12th Street
Sacramento, CA 95814
916/447-2847

C: Personnel

\$4.50/hr plus contribution toward medical insurance after 3 mos. Call for appt or apply in person. Drive a shuttle bus between Sacramento Metropolitan Airport and downtown Sacramento and wash & vacuum rental cars. Full-time, variable schedule may include weekends. World's 4th-largest car rental company requires CDL & DMV printout. Must be dependable and at least 18 yrs of age.

DRIVER

National Freight Inc. of California
2850 Loomis Road
Stockton, CA 95213
800/624-7077

C: Personnel Department

Mileage allowance & benefits DOE, plus medical, dental, life & vision ins after 90 days, 1 wk vacation & 11 holidays after 1 yr. Call for appt or apply in person; RTJJ. Drive doubles & semi's over 11 western states, hauling general commodities. May also drive across 48 states with our long-haul division. FT; irregular hrs depend on assignment. National trucking firm's western division is always expanding. Req class I driver's lic, 2 yrs over-the-road exp (entry-level positions are also available); and DMV printout. Must be strong, courteous, hard working, dependable, and prompt. EOE

DRIVERS

WTS Inc.
5494 East Lamona Street, Suite 130
Fresno, CA 93727
800/727-3492

C: Suzie

Salary based on percentage of gross load; plus medical insurance. Call for more information. Long-haul driver needed to traverse 48 states hauling general commodities. Flexible schedule to be discussed. Established (8 yrs) trucking firm employs 150 drivers, has 8 terminals throughout US, and is very busy. Requires class I chauffeur's license, 2 yrs of verifiable 48-state driving experience, and a flexible personality.

DRIVERS (10+)

J. Robinson Trucking Inc.
11180 South Vallejo Court
French Camp, CA 95231
209/362-5423

C: Office

Salary DOE plus excellent benefits to be discussed at interview. Call only between 7am-1pm for appt; apply in person only between 7am-3pm; or send resume; RTJJ. Large San Joaquin County trucking company has immediate openings for end-dump, bottom-dump, and transfer drivers. Local area; year-round work, weather permitting. Full-time, daytime and some weekend hrs. Must be 21 or older and have at least 2 yrs truck driving exp, medical card, DMV printout, and Class I CDL. EOE

DRIVERS / MOVERS (5)

Starving Students
601 West San Carlos Street
San Jose, CA 95126
408/998-5631

C: John or Dan

\$8-10/hr DOE, plus medical insurance after 90 days. Call for appt; RTJJ. Entry-level position available. Pick up & deliver household/office goods locally. Drive bobtail truck within a 50-mile radius of city. Full-time; 5 days/wk, hrs may vary depending on duration of each job. Founded in 1973 by 2 high school students, SS has 20 CA offices and 6 more throughout US. Company specializes in local moves, but also moves nationwide. Must be a strong, motivated self-starter with ability to work independently. Requires CDL and DMV printout. EOE M/F/V

DRIVERS, OVER-THE-ROAD (3)

Reddaway Truck Line
1723 3rd Street
Sacramento, CA 95814
916/446-7227

C: Allen or Frank

\$9.12/hr to start + 7 holidays, medical/dental, life & vision insurance after 90 working days, and 1 wk vacation after 1 yr. Call for appt; RTJJ. Haul general commodities in a single-axle truck, pulling double trailers between CA & OR. Full-time, irregular hrs. The Northwest's oldest & largest carrier has been in business since 1919. Requires class I CA driver's license, DMV printout, 2 yrs snow & ice experience, and medical card. Must be a hard worker. Own transportation a plus, but not required. EOE

HAIROSTYLIST

Precision 6 Hairstyling
19 West Main Street
Woodland, CA 95695
916/681-3800

C: Kris

\$5/hr (Woodland); \$4.75/hr (Sacramento) + production, holidays/vacation, and company pays 75% of medical ins. Call for appt in Sacramento, call Julie at 916/348-7880. Duties include cutting & perming hair. 30-40 hrs/wk including Sat's and some Sun's. Female-owned & operated company is a nice, friendly place to work. 3 stores in Woodland and 3 in Sacramento. Must have current CA cosmetology license and be a stable, mature professional looking for a good place to work. Some experience preferred, but will accept recent graduates.

HAIRSTYLIST / ASSISTANT MANAGER

Precision 6 Hairstyling
231 G Street, Suite 4
Davis, CA 95616
916/758-6197

C: Stephanie

Hourly wage DOE, plus paid vacation & medical insurance. Call for more information. Perform salon-related services including cutting, perming, colorizing, styling & braiding hair; and operate cash register. Full-time; 10-16 hrs/wk. Busy, well-established salon requires cosmetology license. clientele & experience not necessary.

HOUSEKEEPERS

Hilton Hotels
2200 Harvard Street
Sacramento, CA 95815
916/922-4700

C: Personnel

\$4.60/hr plus medical & dental insurance. Apply in person Mon-Fri. Perform general maid duties including making beds, cleaning guest rooms, and working independently. Immediate FT opening; day shift with non-peer days off. Part of one of America's premier hotel chains, the Sacramento Hilton is located off the busy I-80 business corridor and close to public transportation. No experience required; will train.

INVENTORY TAKERS (part-time)

Washington Inventory Service
7300 Lincolnshire Drive, Suite 185
Sacramento, CA 95823
C: Julie Frattini

\$5-7/hr. Apply in person to above location or 3800 Auburn Boulevard, Suite 41-A. Inventory retail stores in & around Sacramento. Company provides transportation from office to job site. Great supplemental income for students or housewives. PT. With our flexible scheduling, you may work around school schedules or other jobs. Work early mornings, evenings, or weekends. Must have a valid driver's license, transportation to the ofc, and be at least 18 yrs old. Paid training; no experience necessary. 10-key exp helpful.

INVENTORY TAKERS (permanent part-time)

Muscolino Inventory Services
•Hayward, CA 94545
415/785-1506

C: Personnel

\$4.50/hr to start, plus paid training and some paid travel time. Inventory retail/industrial merchandise. Company provides transportation to all sites. Positions available in HAYWARD, MODESTO (call 209/578-8469) & SACRAMENTO (call 916/331-6117). PT, 20-30 hrs/wk; shifts avail 24 hrs/day, 7 days/wk (mostly weekends to start). Our fast advancement program may enable you to quickly become a full-time salaried employee. Good career/management opportunities provided! No experience necessary, will train. Great for students, housewives & those seeking part-time work. EOE

LIVING SKILLS INSTRUCTOR / COUNSELOR

Good Shepherd Lutheran Home of the West
1335 Moury Avenue
Fremont, CA 94538
415/791-6848

C: Program Coordinator

\$4.80/hr to start plus car allowance, 2 wks vacation, and medical insurance immediately upon hire. Teach independent living skills including finances, grocery shopping, menu planning, cooking, and other daily living skills for developmentally disabled adult center. Full-time, 2-10:30pm Mon-Fri. Requires HS diploma, CDL, and at least 6 mos experience working with developmentally disabled adults or the disadvantaged. Must know how to drive. Own transportation a plus, but not required. EOE

MOTEL SERVICES ATTENDANT

Comfort Inn and Quality International
5321 Stockton Boulevard
Sacramento, CA 95820
916/454-5533

C: Manager

\$4.25/hr (raise after 30 days). Call for more information or apply in person. Run errands, drive shuttle bus, and perform custodial & other miscellaneous duties. Full-time; all shifts available. Comfort Inn is a member of Quality International's nationwide motel chain. Requires CDL & DMV printout. Must be well-groomed, presentable, and have right to work. EOE

PHOTOGRAPHER

Majestic Marketing Associates
1525 Hardeman Lane
Cleveland, TN 37311
800/251-

SITE OPERATORS (16, part-time)
20/20 Recycle Centers
643 Rieke Lane
West Sacramento, CA 95891
616/372-6680
C: Carol

\$4.50/hr to start. Call between 8-5 Mon-Fri for appointment. Seeking friendly, polite individuals to work outside grocery stores collecting aluminum, glass & plastic materials from the public. Weigh collections, fill out voucher receipts (no cash involved), and keep area clean. Positions available in SACRAMENTO, DAVIS, FRESNO, STOCKTON, MODESTO & REDDING. For info on jobs in SAN JOSE, SANTA ROSA & OAKLAND, call 408/988-2020. 30 hrs/wk, Wed-Sun. Statewide recycling center requires good basic math skills (including weights & measures) and own transportation. EOE M/F

TRUCK DRIVER
C and R Trucking
3200 South Central Street
Ceres, CA 95307
209/536-4979
C: Carl Jones / Owner

Widely salary DOE (to start), + 1wk vacation after 1 yr. Call weekdays only for appt; RTJJ. Drive a 3-axle truck carrying steel or steel containers on long overnight hauls within CA; some uniting of chains, tarping & chain binding; and possibly occasional unloading. No loading req. FT; mostly nights (some days), Mon-Fri. Small trucking firm rec CDL, medical & social security cards, and DMV printout. Must be clean-cut, polite, professional, and able to read & write, read a map, and follow directions & schedules. Non-smoker & non-drinker preferred. Will be drug tested at company's expense. EOE M/F/V

TRUCK DRIVERS (300)
P.S.T. Vans Inc.
P.O. Box 28857
Salt Lake City, UT 84128
800/421-7768 or 208/467-4704
C: Jerry Livingston / Fleet Manager

\$400/wk possible DOQ, plus medical/dental & life ins., pension, profit sharing, and 1 wk vacation after 1 yr. Call for appt; RTJJ. Drive an 18-wheeler solo or with a partner. Destinations vary w/in 48 states. Involves loading/unloading. FT; hrs & days depend on destination & amount of work desired by driver; must comply with Dept of Transportation regulations. National truck load carrier hauls general commodities and is preparing to add 300 new trucks within 30 days. Req class I driver's lic and DMV printout. Must be hardworking, dependable, good-quality person. Will be drug tested (at firm expense). EOE M/F/V

Unemployed young people have the same needs for support and encouragement as do adults. They may have their youth, but they have little or no experience to offer employers at a time when the job market is very competitive.

TRUCK DRIVERS (6)
Coast Counties Express
4131 Industrial Way
Tracy, CA 95378
800/235-5701

C: Gerald Burton / Terminal Manager
\$7.25/hr to start (+ raises up to \$8.50/hr over 90-day period); \$16-20 cents/mile allowance, and xinti bits. Call for appt/send resume; RTJJ. Team-drive a 3-axle truck/commercial trailer across 48 states, performing min tie-down/unit for off-loading. FT & on-call; 1 to 3-wk trips. Nation-wide, LA-based firm specializes in hauling hazardous materials and operates yr-round. Must be 25 yrs old and have 3 yrs commercial driving exp; will consider 23-yr-old w/ 2 yrs commercial exp as partner; have Class I CDL & clean DMV; and be neat, clean, reliable, and personable. Owner/operator teams welcome to apply. EOE M/F/V

SPECIALIZED CARRIER

TRUCK DRIVERS - EXPERIENCED (100)
Werner Enterprises Inc.
I-80 and Highway 50 / P.O. Box 37308
Omaha, NE 68137
800/228-2137

C: Driver Recruiter / Qualified Dept
Earn up to \$2.25/mile with yearly pay increases, mileage & safety bonuses, insurance for FT spouse-rider, and medical & life insurance after 90 days. Call between 8-5 (central time) Mon-Fri for phone interview; RTJJ. Drive new tractor/trailers loaded with general commodities nationwide and do loading/unloading. Solo/team welcome; stops & layovers req. FT, irregular hrs (routed carrier). Expanding firm plans to add 400 new units. Req Class I driver's lic and courteous, dependable, prompt, hardworking safe drivers with professional attitude & respectful manner. 2 yrs nationwide driving exp pref. EOE

WAREHOUSE SHIPPING/RECEIVING PERSON
Natural Wonders, Inc.
2320 Owen Street
Santa Clara, CA 95054
408/366-0191
C: Sue Butterworth or Lorenzi/ Acting
\$4.50-5/hr + vacation, holidays, medical, dental, and life ins after 90 days of full-time position. Call for appointment; RTJJ. Perform data entry duties for shipping & receiving of goods and pack & HR boxes. Full-time or part-time position available; flexible hrs. Non-Fri. Nature & science gift retail center has 2 stores (30 employees) and 5-yr plan for 100 stores nationwide. CDL required. Good math skill and shipping & receiving experience preferred. AA/EEO Employer (9101)

Call back your job prospects regularly. Unless they hear from you, they may think you're no longer interested.

YARD PERSON
California Transport
6080 Elder Creek Road
Sacramento, CA 95824
916/366-8062
C: Dennis Ward / Manager
\$4.25/hr to start plus medical, dental & optical insurance after 30 days. Call between 8-5 Mon-Fri for more information. Vehicle transportation company with locations in Sacramento & Fremont seeks individual to work in yard performing various duties including cleaning and running errands. No experience necessary. Must be able to work diligently with minimum supervision.

Too Late to Classify

ADMINISTRATIVE ASSISTANTS (2)

University of California
Office of the President
2189 Addison Street, Room 192
Berkeley, CA 94720
415/642-9697
C: Personnel Services (#8-19 & 8-25)
\$19,056-24,540/yr DOE/DOQ, + xinti benefits pkg including 3 wks vacation/yr and medical/dental & vision ins. File resume by 9/14. One of the West's major universities is seeking 2 individuals to provide admin & clerical support in the Risk Mgmt & Safety Office. Hrs 8-5 Mon-Fri. Both positions req 2 yrs clerical & administrative exp; xinti clerical, WP, grammar & spelling skills; accurate 60 wpm typing, great interpersonal skills, and ability to work independently & meet deadlines. One position has additional reqs of 4 yrs exp and xinti verbal & written skills. Prefer Macintosh exp. AA/EOE

ASSEMBLER

Bytheway's Manufacturing Inc.
2750 Redding Avenue
Sacramento, CA 95820
916/453-1218
C: Office
\$4.25/hr to start, plus bonus, 1 wk vacation, and 6 paid holidays. Call between 8-5 for more information or apply in person. Entry-level position assembling hardware for this well-established (38 yrs), family-owned & operated manufacturer of window-covering products. Full-time day shift, Mon-Fri. Must speak English, be a dedicated team player, and work well with others. No experience necessary; will train. Must have right to work. EOE

COLLISION REPAIR TECHNICIAN

Pacific Auto Body
748 North Main Street
Fort Bragg, CA 95437
707/964-5983
C: Foto

\$10-14/hr plus vacation & holidays. Call for appt. Perform all aspects of body work including medium & heavy duty unibody & frame work using a conventional rack and a Catalyst bench system. Hrs 8-5 Mon-Fri. Auto body shop, specializing in high-quality insurance work, is considered the best facility on the beautiful North Coast. Must be neat, clean, meticulous and have own tools. Prefer at least 2 yrs journey-level body experience.

Squaw Valley USA

SKI Employment

We're looking for experienced skiers for the 1988-89 ski season. Interviews for the off-season placement will be Saturday Oct 8 & 22, 1988 at the Olympic House of Squaw Valley.

Experience in management, working with people, teaching, and/or marketing will be appreciated.

(916) 583-6193
EOE Employer

The Smile File by Phil Frank

WELL! LOOK WHO'S BEING GROOMED FOR MANAGEMENT..



COUNSELORS (part-time & on-call)

Childhaven
733 Webster Street
Fairfield, CA 94533
707/425-5744
C: Personnel

\$8/hr to start. Send resume. Offer emotional support and serve as a positive role model for families; provide a 'safe' environment for the children; and supervise & participate in educational & recreational activities. PT & on-call; day, swing & night shifts avail (shifts are 7-10 hrs) plus some weekends & holidays. Licensed short-term residential group home serves children from birth to 12 years of age. Related residential home experience essential. Must be an emotionally stable, mature individual, capable of constructive interaction with children & adults. EOE

Questions about salary or benefits should never be asked until the end of an interview.

CUSTOMER SERVICE REPRESENTATIVES (3)

RTO Rents
1600 El Camino Avenue
Sacramento, CA 95815
916/920-0311
C: Ron Otsuji

\$5.11/hr to start + bonus, paid holidays, sick leave & vacation, and medical/dental & vision ins after 4 mos. Call for appt/apply in person. Undertake phone & outside collections on overdue accounts and pick up & deliver rentals. Heavy lifting involved. Positions also avail in the BAY AREA (call 707/843-0244) and STOCKTON AREA (209/466-3834). FT; 8:30-7, 5 days/wk inc Sat + 8 hrs/wk guaranteed OT. One of America's largest & best rent-to-own firms offers rapid management & advancement potential. Req minimum HS diploma, valid CDL, and DMV printout. Must be motivated, hard-working, career-minded individual. EOE

DELIVERY DRIVERS

Straw Hat Pizza
Main Office
7186 Southland Park Drive, #31
Sacramento, CA 95831
C: Managers

\$4.25/hr + tips, daily per-delivery bonus, and medical & dental ins for FT employees. Call/apply in person at the Sacramento area location nearest you: (816) 628-0288, 422-7542, 362-6445, 484-0688, or 985-1731. Deliver pizzas and handle various in-house duties. Great opportunity for advancement! Must be at least 18 yrs old, dependable, organized, personable, and able to provide great customer service. Requires transportation, DMV printout, and proof of insurance. Paid training provided!

JUNIOR WINDPLANT OPERATORS

U.S. Windpower
6052 Preston Avenue
Livermore, CA 94550
C: Human Resources

\$7.70/hr + shift differential and full benefits. Send resume, salary history & reqs, or apply in person; no calls please. Several entry-level positions avail. Responsible for effective ops of windplant, including monitoring windplant activities, taking corrective action to ensure efficiency, initiating repairs, dispatching maintenance crews, and participating in ongr experiments. FT hrs to be discussed. USW, the nation's leading alternative energy company, req 1-2 yrs gen clc exp, 30wpm typing, good writing & oral communication skills, technical aptitude. Will train in all aspects of windplant ops. EOE



MANAGER-IN-TRAINING

RTO Rents
1600 El Camino Avenue
Sacramento, CA 95815
916/920-0311
C: Greg Gottlieb / Regional Supervisor
\$1400-1800/mo to start DOE/DOQ, + vacation, sick leave, holidays, medical/dental, life & vision ins after 120 days, and company-paid relocation. Call for appt/send resume. Learn every aspect of business including hiring/firing, training, sales, supervision, collections, and inventory control. One of the nation's largest & best rent-to-own companies offers rapid career advancement. Hrs 8:30-7, 5 days/wk including Sat. Req. min 1 yr mgmt exp or a 4-yr business degree; valid CDL; and DMV printout. Must have at least HS diploma and be a high-energy, self-motivated, career-minded hard worker, able to relocate. EOE

HOSPITAL NURSES

Sonoma Valley Hospital
347 Andriex Street
Sonoma, CA 95478
707/936-0292

C: Human Resources Department
Competitive salary DOE, plus excellent benefits package for FT positions including health, dental, life & vision insurance, vacation, sick leave, holidays, and 17% shift differential. Call or send resume. Immediate openings for RNs in our ICCU department. Full-time, part-time & per diem; 12-hr shifts & night shifts available. 75-bed acute care facility, located in the beautiful wine country, has a supportive team. Requires Calif RN license & CPR certification. Prefer ACLS, CCRN. EOE

Find out which businesses in your area are planning to start up or expand. Watch local newspapers & business publications or contact the CA Department of Commerce.

SALESPERSON
Wee Lasher Volkswagen, Peugeot, Isuzu
5800 Florin Road
Sacramento, CA 95823
916/421-9280

C: Tony Lee
Unlimited earnings potential on a commission-only basis, plus medical/dental ins and paid vacation. Apply in person. Sell new VW, Peugeot & Isuzu cars & trucks, also late-model trade-ins. Full-time hrs & days to be discussed at interview (may include weekends & evenings). Full-service dealership is located on a popular 'auto row.' Must be aggressive, personable, and have some auto sales experience.

SHIPPER

Bytheway's Manufacturing Inc.
2750 Redding Avenue
Sacramento, CA 95820
916/453-1218

C: Office
\$4.25/hr to start, plus bonus, 1 wk vacation, and 6 paid holidays. Call between 8-5 for more information or apply in person. Entry-level position with well-established (38 yrs), family-owned manufacturer of window-covering products. Box & prepares items for shipping. Full-time day shift, Mon-Fri. Must speak English, be a dedicated team player, and work well with others. No experience necessary; will train. Must have right to work. EOE

WATER MAINTENANCE WORKER

City of Daly City
240 92nd Street
Daly City, CA 94015
415/991-8026

C: Personnel Office
\$865-1177 bi-weekly (\$2080-2550/mo). Write or call for city application & information; file by 9/30/88 (resumes not accepted in lieu of appl.). Install, repair & replace water mains, meters, service connections, and other water distribution facilities. Full-time. Requires 1 yr exp in construction or maintenance work in a water utility system or the plumbing trade; completion of 10th grade; and valid class III driver's license. Equal Opportunity Employer M/F/V

WORD PROCESSING SECRETARY

Coldwell Banker Commercial Real Estate
201 North Civic Drive, Suite 240
Walnut Creek, CA 94598
C: Anna

\$16,500-18,000/yr DOE, plus excellent benefits including vacation, holidays, sick leave, medical/dental & life ins, and prof sharing. Send resume. Support busy leasing agents, type contracts, prepare tour packages, transcribe from dictaphone, handle heavy correspondence, and provide occasional telephone rental. Hrs 8:30-5 Mon-Fri. Commercial RE brokerage firm is top in nation. We have a caring workforce and a beautiful working environment. Must type 70 wpm, have good communication skills, and have professional manners & appearance. Minimum exp desired, but will train on IBM PCs. EOE

TRAVEL WEST ACADEMY



Sacramento
(916) 921-9010



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